



STUDENT RECORDS

Refer to Family Educational Rights and Privacy Act of 1974, and the Illinois School Student Records Act of 1975. All surveys requesting personal information from students will comply with Board Policy 7:15 (Student and Family Privacy Rights).

All school records, including permanent and temporary records, are available for inspection and duplication by students and their parent(s)/guardian(s). The parent(s)/guardian(s) of a student have the right to obtain copies of the student's records until the student reaches 18 years of age. At age 18, the student alone must give consent for the release of their school records.

Student records fall into two categories:

- A student "permanent record" includes name, birth date, address, grades and grade level, parent(s)/guardian(s) names and addresses, attendance records, academic transcript, honors, awards, activities/athletics & health/accident reports.
- A student "temporary record" includes family background information, intelligence test/aptitude scores, psychological evaluations, disciplinary actions, and other information relevant to the education of the students, personality tests, achievement test results, special education files/documents and information pertaining to release of this record.

Directory information includes the student's name, address, date and place of birth, telephone number, gender, grade level, parent(s)/guardian(s) names and addresses, school sponsored activities, organizations & athletics, activities, photograph, dates of attendance, field of study, academic awards, degrees and honors received. **Any parent/guardian who wishes such information not be made public should indicate this at the time of registration.**

For more information, reference Board policy 7:340 - Student Records.

Maintenance of School Records

1. Student permanent records including health records will be maintained for a period of sixty (60) years after the student has transferred, graduated, or permanently withdrawn from school.
2. Student temporary records shall be maintained by the school not less than five (5) years after the student is no longer enrolled.
3. Temporary records that may be of assistance to a student with disabilities who

graduates or permanently withdraws, may, after 5 years be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

4. The records custodian is responsible for maintaining and updating all student records.
5. District personnel periodically review Student Temporary Records to verify entries and eliminate/correct inaccurate, misleading, unnecessary, or irrelevant information. Notify your child's building principal if you would like an opportunity to copy and/or inspect information that is proposed to be destroyed or deleted from your child's school records.

Right to Records

Illinois law grants both parent(s)/guardian(s) the right to access records (until the student attains 18 years of age) concerning their children and to have contact with service providers regardless of whether custody is awarded to one parent or to both.

Notwithstanding any other provision of law, access to records and information pertaining to a child, including but not limited to medical, dental, child care, and school records, shall not be denied to a parent for the reason that such parent is not the child's custodial parent.

Inspection of Student Records

The Associate Principal for Student Services is the records custodian at Buffalo Grove, Elk Grove, John Hersey, Prospect, Rolling Meadows, and Wheeling high schools. The Associate Principal is the records custodian at The Academy at Forest View and Vanguard School.

1. Parent(s)/guardian(s) have the right to inspect, challenge, and copy their student's records until the student attains 18 years of age.
2. All students have the right to inspect, copy, and release their permanent records.
3. Student records will be made available to parent(s)/guardian(s) or eligible students within ten (10) business days from the time a written request is received.
4. When parent(s)/guardian(s) or students inspect the records, a qualified staff member will be present to interpret the information contained in these records.
5. Copies of student records will be provided to eligible parent(s)/guardian(s) and students upon request, cost not to exceed \$.35 per page.
6. Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order.
7. Complaints or requests for amendment of student records may be made to the building records custodian. A hearing will be provided if agreements cannot be reached.