

ACCESS TO STUDENT RECORDS

The School Board has a policy concerning privacy and parental access to information. A complete copy of the policy 7:15, Student and Family Privacy Rights, are available upon your request from the general administration office. Please read the policy for a more thorough explanation of these rights

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.
2. A student and the parent(s)/guardian(s) of a student under 18 or a designee of such parent(s)/guardian(s) shall be entitled to inspect and copy information in the student's records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within 15 days of the District's receipt of such a request.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents; and
- e. Notices about open house, graduation, and other major events including pupil-parent interaction.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to a parent become exclusively those of the student.

Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which have been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right to access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements.

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Illinois State Board of Education provided a current, demonstrable, educational or administrative need is shown, without parental/guardian consent or notification. Access in such cases shall be limited to the satisfaction of that need.

4. The District may grant access to, or release information from, students records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District shall grant access to or release information from student's records pursuant to a valid court order, provided that the parent shall be given prompt written notice upon receipt of such order of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
6. The District shall grant access to or release information from any student record as specifically required by Federal and State statute.
7. The District shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student with particularity to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy shall be mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent(s)/guardian(s) or eligible student of their right to limit such consent to specific portions of information in the records.
8. The District may release student records to the Superintendent or an official with similar responsibilities in a non-Illinois school in which the student has enrolled or intends to enroll upon written request from such school.
9. Prior to the release of any records or information under items 5,6,7,and 8 above, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
10. The District may release student records or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the person to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the person, agency, or organization to

which the release was made, and the purpose of the release.

11. The District may charge the actual cost, provided that the cost not exceed \$.35 per page, for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship.
12. The District may release "directory information" regarding any student in accordance with policy 7.360, Directory Information
13. A record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student and the records custodian. The record release shall include:
 - a. Information released or made accessible.
 - b. The name and signature of the records custodian.
 - c. The name and position of the person obtaining the release or access.
 - d. The date of the release or grant of access.
 - e. A copy of any consent to such release.
14. From time-to-time, military recruiters and postsecondary educational institutions request the names, telephone numbers, and addresses of our secondary students. The school must provide this information unless the parent(s)/guardian(s) request that it not be disclosed without their prior written consent.

TEMPORARY RECORDS

Five years after graduation, transfer, or permanent withdrawal of a student, the school will destroy temporary records on the third Friday in June.