

## ACCESS AND RELEASE OF RECORDS

The District shall grant access to student records as follows.

1) The District and 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) The parent (s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the records custodian. Access to the records will be granted within 15 days of the District's receipt of such a request. 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(s)/guardian(s) become exclusively those of the student.

Where the parents/guardians are divorced or separated, both parties shall be permitted to inspect and copy the student's school records unless the District has actual notice of a court order indicating otherwise. The district shall send copies of the following to both parents/guardians 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/guardians; and e) notices about open houses, graduations, and other major school events including pupil-parent(s)/guardian(s) interaction.

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 of 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 District employees or officials 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, student 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, a student's records pursuant to a court order, provided that the parent/guardian shall be given prompt written notice of such order's 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 or 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 stating 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 the right to limit such consent to specific portions of information in the records.

8) The District may release student records to the records custodian of another Illinois school, 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 official.

9) Prior to the release of any records or information under items listed 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 persons to whom such record 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 date of the release, the person, agency, or organization to which the release was made, and the purpose of the release.

11) The District shall grant access to, or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request prior to adjudication of the student, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" means: a) a judge of the circuit court and members of the staff of the court designated by the judge; b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; d) any individual, public or private agency having custody of the child pursuant to court order; e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; f) any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement; g) law enforcement officers and prosecutors; h) adult and juvenile prisoner review boards; i) authorized military personnel; and j) individuals authorized by court.

12) The District shall grant access to, or release information from student records, to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member, provided that: a) the committee member is a state or local official or authority; b) the disclosure concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any party except as provided under state law without the prior written consent of the student's parent(s)/guardian(s); c) the disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987; and d) the release, transfer, disclosure, or dissemination is consistent with the Family Educational Rights and Privacy Act.

13) A record of all releases of information from student records 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/guardian or eligible student, records custodian, or other person. The record of release will include: a) information release 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; and e) a copy of any consent to such release.



# LEMONT-BROMBEREK COMBINED SCHOOL DISTRICT 113A

Administrative Center  
16100 127<sup>th</sup> Street  
Lemont, IL 60439

## SCHOOL STUDENT RECORDS



## STUDENT RECORDS RIGHTS AND PRIVACY

Lemont-Bromberek Combined School District 113A has established policies and procedures to ensure the privacy of student educational records as required by federal law (FERPA - Family Educational Rights and Privacy Act) and state law (ISSRA - Illinois School Student Records Act). Further, School District 113A has designated the Principal of each school building as the official records custodian responsible for the maintenance, care, and security of all of the school's student records. This brochure describes the general content of student education records, who has access to the records, and the degree to which confidentiality will be respected.



## STUDENT RECORDS: A DEFINITION

A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the District, except records kept: 1) in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher; or 2) by law enforcement officials working in the school.

Student records are broken into two parts: 1) the permanent record, the record which is kept for at least sixty years; and 2) the temporary record, which must be destroyed five years after the student leaves a district. These two parts of a student's record contain different types of information that may be useful to the student for the rest of the student's life. The temporary record contains information that is most important to have during the student's school years. Under both state and federal law, a school is prohibited from adding any information to a student record unless it has a clear relevance to the education of the student.

### CONTENTS OF STUDENT PERMANENT RECORDS

Permanent student educational records are kept on file a minimum of sixty years after the student has graduated, withdrawn, or transferred from the school district. These records include the following:

- basic identifying information: student and parent names, addresses, student birth date and place, gender;
- academic transcripts: grades, grade level achievement, date of graduation;
- attendance records;
- health records and accident reports;
- record of the release of permanent student record information;
- honors and awards; and
- school-sponsored activities and athletics.

### CONTENTS OF STUDENT TEMPORARY RECORDS

Temporary student educational records contain that information which is most important to have during the student's school years. Temporary student records will be reviewed for elimination of out-of-date, inaccurate, or unnecessary information every four years, or upon a student change in attendance centers, whichever occurs first. If you or your child wishes to retain the information in the temporary record, please obtain a copy prior to five years after graduation or permanent withdrawal from the school district. After five years, all temporary records will be destroyed. Temporary records will indicate authorship and date and may include the following:

- family background information;
- intelligence and aptitude scores;
- psychological reports;
- teacher anecdotal records;
- special education files;
- achievement test results, including scores on State Assessment Tests;
- participation in extracurricular activities;
- honors and awards;
- disciplinary information, specifically information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another;
- verified reports or information from non-educational persons;
- verified information of clear relevance to the student's education; and
- record of release of temporary student record information.

## SPECIAL EDUCATION RECORDS

Your child's special education records (temporary student record) may be of value to you in later years. Eligibility for social security and other federal and state programs may be determined by psychological profiles, special education files, or other information.

You may wish to obtain a copy of your child's temporary record upon graduation or transfer from District 113A. These records will be destroyed within five years of the student's graduation or permanent withdrawal from our schools. Temporary records which may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the district, may, after 5 years, be transferred to the parent/guardian or to the student if the student has succeeded to the rights of the parent/guardian. Unless you have a copy or the transferred records, the information will not be available after that time. You may request copies or the transfer of your child's temporary records at the school office.

### STUDENT RECORD DESTRUCTION SCHEDULE

All temporary records will be destroyed five years after the student graduates or withdraws from the school district. The records are destroyed on this schedule in accordance with state and federal law. Parents, guardians, or students over the age of 18 may obtain a copy of their temporary records by so requesting in writing to the principal of the school they last attended in District 113A. A charge in accordance with the policy of the Board of Education may be assessed.

Temporary school student records will be destroyed on the following schedule:

GRADUATION/ WITHDRAWAL DATE	DESTRUCTION DATE
2011-12	2016-17
2010-11	2015-16
2009-10	2014-15
2008-09	2013-14
2007-08	2012-13
2006-07	2011-12
2005-06	2010-11
2004-05	2009-10

***The District charges a per page fee (after the first 50 pages) for copying information in a student's records. No parent/guardian or student shall be precluded from copying information because of financial hardship.***

## STUDENT RECORD CHALLENGES

School board policy provides a procedure for the challenge of information contained in student records from parents, guardians, or students 18 years or older. The parent/guardian may challenge the accuracy, relevance or propriety of the records. However, when the student's school records are being forwarded to another school, no challenge may be made to grades or references to expulsions or out-of school suspensions. Parents/guardians have the right to request a hearing at which each party has the right to: 1) present evidence and to call witnesses; 2) cross-examine witnesses; 3) counsel; 4) a written statement of any decision and the reasons therefore; and 5) appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board. The parent/guardian may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

### SPECIAL NOTE TO PARENTS REGARDING STUDENT RECORDS

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law. Parents/guardians/students have a right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of FERPA. The federal office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605.

### ORDERS OF PROTECTION

Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information or records will be released to the Respondent named in an order of protection. When a child who is a "protected person" under an order of protection transfers to a public or private school, or as soon as possible, the Building Principal shall, at the request of the Petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

### DIRECTORY INFORMATION

The District may release directory information regarding students. Directory information is limited to: name; address; gender; grade level; birth date and place; parents'/guardians' names and addresses; teachers' names; academic awards; degrees and honors; information related to school-sponsored activities, organizations and athletics; and period of attendance in school. A parent/guardian may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless parents/guardians are specifically informed otherwise.

