

NOTICE CONCERNING STUDENT RECORDS

The *Illinois School Student Records Act* (“ISSRA”), the *Family Educational Rights and Privacy Act* (“FERPA”), and the regulations issued pursuant to these laws require that the Board of Education adopt a Student Records Policy (“Policy”). The Board of Education has adopted a Policy and implementing Procedures which are available upon request from the Office of the Superintendent or Building Principal, as well as on the District website at www.chsd117.org.

The District maintains both a permanent and temporary record for each student. The Permanent Record consists of basic identifying information concerning the student, his or her parents’ names and addresses, the student’s gender and date/place of birth, academic transcript, attendance record, health records needed to enroll, unique student identifier, scores received on all State assessment tests administered in grades 9-12, and a record of release of this information. It does not contain a record of honors and awards received, information concerning participation in school sponsored activities and organizations; these are part of the Temporary Records.

The Temporary Record consists of all other records maintained by the District concerning the student and by which the student may be individually identified. It must contain a record of release of information contained in the Temporary Record, scores received on the State assessment tests administered in the elementary grade levels (K-8), a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, biometric information, information regarding an indicated report pursuant to the *Abused and Neglected Child Reporting Act*, 325 ILCS 5/8.6, health-related information, and accident reports.

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student’s permanent and temporary records except as limited by the Policy or state or federal law. A student has the right to inspect or copy his or her permanent record. (All rights of the parent become the exclusive rights of the student upon the student’s 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first.) In order to review the student’s record, a parent must make a written request to the District. The request will be granted within fifteen (15) school days after the date of receipt of the request. The District will not charge a fee for copies of the record. This fee will be waived when the parent is unable to pay. The District may be required to release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

- (1) to a District or State Board of Education employee or official with a demonstrable educational or administrative interest in the student. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;
- (2) to any person for the purpose of anonymous research, statistical reporting or planning;
- (3) in an emergency situation, if necessary to people’s health and safety;
- (4) in connection with a student’s application for or receipt of financial aid;
- (5) during an audit or evaluation of federally-supported education programs;
- (6) as allowed under the Serious Habitual Offender’s Compensation Action Program;
- (7) to a governmental agency for the investigation of a student’s school attendance;
- (8) if the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released;
- (9) to accrediting organizations in order to carry out their accrediting functions,
- (10) to the Illinois Department of Healthcare and Family Services for purposes of school breakfast and lunch programs;
or
- (11) pursuant to a court order where a parent of a student is named in the court order.

The District may also be required to release student records without parental consent to the following individuals or in the following circumstances, as long as parents/guardians are first notified of their right to inspect, copy or challenge the contents of the records to be released:

- (1) to the records custodian of a school to which the student is transferring;
- (2) pursuant to a court order where a parent of a student is not named in the court order;
- (3) to any person as specifically required by law; or
- (4) pursuant to a reciprocal reporting agreement, or to juvenile justice authorities when necessary to complete their official duties.

Any other release of information requires the prior written consent of the parent. The parent has the right to request a copy of any released records.

The District prohibits the disclosure by school employees to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner's child or children are enrolled. The District shall maintain the copy of any order of protection in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection. In addition, no person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the *Illinois Domestic Violence Act of 1986* shall have any right of access to, or inspection of, the school records of that student.

A parent also has the right to challenge or seek amendment to any entry in the student's school record, except for (1) grades; (2) name and contact information of the District's Official Records Custodian; and (3) references to expulsions or out-of-school suspensions, if the challenge to expulsions or suspensions is made at the time the records are forwarded to another school to which the student is transferring. Parents may challenge or seek amendment to a student's school record by claiming that the record is inaccurate, irrelevant, improper, misleading, or violative of the student's privacy rights. The School District's Student Records policy, and its accompanying Administrative Procedures, provide for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record or entry, the parent must contact the Official Records Custodian, Dr. Brie Cederna, Assistant Superintendent, who may be contacted at (847) 838-7296, brie.cederna@chsd117.org or 1625 Deep Lake Road, Lake Villa, IL 60046. Parents may obtain a copy of the School District's Student Records Policy by contacting the District office, the building principal, or the Official Records Custodian. The Policy is also available on the District's website at www.chsd117.org.

The Policy also provides time lines for the destruction of records. Parents will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for sixty (60) years. Temporary records are kept for the period of their usefulness to the school, but in no case less than five (5) years after the student leaves the District. Student temporary records are reviewed by the District every four (4) years or when a student changes attendance centers. A parent has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.

The law allows school districts to designate certain information as "Directory Information," which consists of identifying information. The District has designated the following as Directory Information: The student's name, address, gender, grade level, birth date and place and his/her parents' names, mailing addresses, electronic addresses, and telephone numbers and academic awards, degrees and honors received, information relating to school-sponsored activities, organizations, and athletics, and period of attendance in the school. Directory Information also includes photograph, videos, or digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications. However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent or student, as applicable, and an image on a school security videotape recording is not directory information. Further, student social security numbers or student identification or unique student identifiers are not Directory Information.

The District will release Directory Information to the general public from time to time, including a student yearbook to be issued in the fall unless a parent informs the District within ten (10) days of this Notice that information concerning his or her child should not be released, or that the parent desires that some or all of this information not be designated as Directory Information. In addition, the District will release a student's name, address, and telephone listings to military recruiters and institutions of higher education upon their request unless you advise us to the contrary in writing.

Finally, no person may condition the granting or withholding of any right, privilege or benefit 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 the ISSRA or regulations.

If you believe the District has violated or is violating this policy, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights.