

Student Records

Lick Creek CCSD #16 keeps records of its students in two files. A Permanent Record and a Temporary Record. Records are kept in compliance with the Family Educational Rights and Privacy Act and the Illinois School Student Records Act. Procedures as outlined in the Rules and Regulations to Govern School Student Records are as follows:

- I. **DEFINITION OF STUDENT RECORDS:** Student Records refer to any written or recorded information, maintained by District 16, by which a student may be individually identified. Information maintained by a staff member solely or exclusively for his/her personal use is not considered a part of the Student Record. The Student Records consist of a Permanent Record and a Temporary Record, which are described below.

- II. **STUDENT PERMANENT RECORD:** A. Shall consist of: 1. Basic identifying information; including student's and parents'/guardian names, addresses, birthdates, birthplaces and genders. 2. Academic transcript; including grades, graduation date, and/or grade level achieved and Prairie State Achievement 3 exam scores. 3. Attendance record. 4. Accident reports and health records. 5. Record of release of permanent record information. B. May also consist of: 1. Honors and awards achieved. 2. Information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organizations. C. No other information may be placed in the Student's Permanent Record.

- III. **STUDENT TEMPORARY RECORDS** A. Student Temporary Record may consist of all information not required to be in the Student permanent record and may include: 1. Family background information. 2. Intelligence test scores, group and individual. 3. Aptitude test results. 4. Reports of psychological evaluations including information on intelligence, personality and academic information and academic information obtained through test administration, observation, or interviews. 5. Elementary and secondary achievement level test results. 6. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations. 7. Honors and awards received. 8. Teacher and anecdotal records. 9. Disciplinary information. 10. Special education files including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals. 11. Any verified reports or information from non-education persons, agencies or organizations. 12. Other

verified information of clear relevance to the education of the student 13. Record of release of Temporary Record information 17.

- IV. INSPECTION OF STUDENT RECORDS: A. A parent/guardian has the right to inspect and copy all school student permanent and temporary records of that parent's child. B. A student shall have the right to inspect and copy his or her school student permanent record. C. All rights and privileges afforded to a parent regarding school student records shall become exclusively those of the student upon his/her eighteenth birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first. With the exception of students who are legally emancipated, prior to such occasion, parental permission will be required before a student may inspect and copy his/her school student temporary record. D. Student Records will be made available to parent(s)/guardian(s) of eligible students within fifteen (15) school days from the time a written request is received. E. 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. F. Copies of student records will be provided to eligible parent(s)/guardian(s) and students upon request. The cost of copies is 35 cents per page. G. Non-custodial parents have the same rights as custodial parents unless specifically limited by a court order. H. No person may condition the granting or withholding of any right, privilege, 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 obtained through the exercise of any rights secured under the School Student Record Act.

V. OTHER

ACCESS TO STUDENT RECORDS

Lick Creek CCSD #16 will release student records to an official records' custodian at another school at which the student has enrolled or intends to enroll. The official or student must make a written request to release the records.

- VI. ACCESS TO RECORDS WITHOUT PARENTAL CONSENT A. Lick Creek CCSD #16 members who have a current and legitimate educational interest in the student records will have access to student permanent and temporary records. B. School officials will release student records without parent/guardian permission pursuant to valid court order presented by local, state or federal officials. However, school officials will notify parent(s)/guardian(s) in writing when that happens. C. Student records may be made available to researchers for statistical

purposes provided that: 1. Permission has been received from the State Superintendent of Education 2. No student or parent will be personally identified from the information released. D. Information may be released to appropriate persons if such information is necessary to protect the health or safety of the student or other persons. E. Student records may be released to the Tri-County Special Education District. This could include psychological, social, and medical information of a highly confidential nature. F. School "directory information" may be released at the District's discretion unless a parent requests in writing that any or all such information should not be released. Directory information includes: 1. Student's name, address, gender, grade level, birth date and place, and parents' name and address. 2. Academic awards or honors 18. 3. Information in relation to school sponsored activities, organizations and athletics. 4. Period of attendance in the school.

- VII CHALLENGE PROCEDURES A. Parent(s)/guardian(s) have the right to challenge the accuracy, relevance, or propriety of any entry in their students' records, exclusive of grades. B. A request to challenge the contents of a student's record must be made in writing to the school's official records custodian and must state in specific terms what entries in the students' record are being challenged. C. The records custodian will conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge. D. If the challenge is not resolved by the informal conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Student Records, 23 Ill. Admin. Code Section 375.90.
- VIII MAINTENANCE OF SCHOOL RECORDS A. Student permanent records will be maintained for a period of sixty (60) years after the student has transferred, graduated or permanently withdrawn from school. B. Student temporary records will be maintained for five (5) years from the year the student transfers, graduates or permanently withdraws from school. C. The records custodian is responsible for maintaining and updating all school records. D. Upon graduation, transfer or permanent withdrawal of a student from a school, the school shall notify the parents and the student of the destruction schedule for the student Permanent Record and the Student Temporary Record and of the right to request a copy of such records at any time prior to their destruction. E. Upon graduation or permanent withdrawal of a student with a disability (as defined in Article 14 of the School Code of Illinois, 105 ILCS 5/14-1.01), psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five (5)

years, be transferred to the custody of the parents. The school shall explain to the student and the parent the future usefulness of these records.