

STUDENTSRECORDSACCESS TO STUDENT RECORDS

The District shall grant access to student records as follows:

1. The District or any employee of the District 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 (ISSRA) and the Illinois State Board of Education (ISBE) Regulations.
2. 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 school records. 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 correspondence and reports relevant to a student, initiated by the reports relevant to a student, initiated by the District, to the parents at either one's request, and to both parents, when the parents are divorced, unless a court order indicates otherwise.

A student shall have the right to inspect and copy his or her permanent and temporary records. When the student reaches 18 years of age, or graduates from high school, marries, or enters military service, all rights and privileges accorded to a parent become exclusively those of the student.

A request for access to the records shall be made in writing and directed to the Superintendent or a designee. Access to the records shall be granted within 15 days of the District's receipt of such a request.

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 shall grant access to, or release information from, student records without parental/guardian consent or notification to employees or officials of the District or the Illinois State Board of Education provided a current demonstrable, educational, or administrative need is shown. Access in such cases shall be limited to the satisfaction of that need. Copies of these records shall not be made by any such employee or official unless a specific need for such copies is shown. The parent has the right to a copy of any released records.
4. The District shall grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research and 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, and the School Board approves of the research design and purpose.
5. The District shall grant access to or release information from a 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 the terms of the order, 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 to persons authorized or required to gain access to such records under federal or State statute. Such persons must provide satisfactory identification to the Superintendent or a designee and a copy of the statute granting such authority.
  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 parents or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the Superintendent 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 a school official with similar responsibilities in the school 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 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 records as well as the right to submit written statements into the record prior to release. If the release of records or information is pursuant to item 5, the notification shall include in addition to the foregoing, a statement of the terms of the court order. Unless a court order provides otherwise, the parent(s)/guardian(s) or eligible student shall have 10 days to notify the school of their intent to copy, inspect and/or challenge the record prior to release.
  10. The District may release student records or information under certain emergency situations without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or a designee 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 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 date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
  11. The District may charge the actual cost, provided that the costs 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 unless the parent(s)/guardian(s) or eligible student requests in writing that any or all of such information not be released. Prior to the release of directory information, the District must notify affected parent(s)/guardian(s) or eligible students in writing. Such notification shall include the date of

notification, the names of the parent(s)/guardian(s) and student, the directory information to be released and the scheduled date of release.

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 by the Superintendent 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 Superintendent. The record of release shall include:
  - A. Information released or made accessible.
  - B. The name and signature of the Superintendent.
  - C. The date of the release or grant of access.
  - D. The name and position of the person obtaining the release or access.
  - E. The purpose of the release or grant of access.
  - F. A copy of any consent to such release.
  
14. The District shall provide a written statement of the confidentiality requirements of Illinois and Federal statutes and regulations concerning student records to any person to whom such records are released or made accessible {except parent(s)/guardian(s) or students}.

LEGAL REFERENCE: 105 ILCS 5/10-21.8 and 10/1 et seq.  
23 Ill. Admin. Code § 375  
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g

CROSS REFERENCE: [2.250](#), [5.150](#), [7.340](#), [7.360](#), [7.370](#)

Adopted September 1995