

## Student Records

Each student in our schools has a permanent and a temporary record to which parents have access. Parents of students and eligible students may inspect and review the student's education records upon written request. Parents should submit to the school administration a request which identifies as precisely as possible the records that he/she wishes to inspect, and the administration will contact the same to discuss how access will best be arranged as promptly and practicable as possible. This inspection procedure will take place in as timely a manner as possible, but must be completed within 45 days.

A. Student's Permanent Record contains the following information:

1. Basic identifying information, including student and parents' names and addresses, birth date, and place and gender
2. The academic transcript, including grades and the grade level achieved
3. The attendance record
4. Any accident reports and the health record
5. A record of release of permanent record information

The student permanent record will be maintained for a period of 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from the Stewart County School District.

B. The cumulative folder, which is the student's temporary record, consists of all information not required in the permanent record. It may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations including information on intelligence, personality 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 anecdotal records
9. Disciplinary information
10. Special education files including the report of the multi-disciplinary staffings 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-educational 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

The temporary record will be reviewed every four years or upon change in attendance centers, whichever occurs first, for destruction of out-of-date information. When a student transfers to another school district, the temporary record will be sent upon receipt of a signed permission slip from parent or guardian and a request from the new school district.

C. Directory information consists of the following:

1. Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses
2. Academic awards, degrees, and honors
3. Information in relation to school-sponsored activities, organizations, and athletics
4. Period of attendance in the school.

Directory information may be released to the general public, unless a parent requests that any or all such information not be released concerning his/her child or children.

D. Parents/students have the right to inspect and copy:

1. The student permanent record
2. The student temporary record
3. Any student record proposed to be destroyed or deleted from the student records

The cost for copying student records is \$.30 per page. This fee will be waived for those persons unable to afford such costs.

E. Parents shall have the right to challenge any entry exclusive of grades in the school student records on the bases of:

1. Accuracy
2. Relevance, and/or
3. Propriety

This right includes the right to challenge the information contained in the student record(s) prior to the transfer of the record(s) to another district in the event of the child/children's transfer to another school system. The procedure for challenging the contents of student records are available in written form from the principal or superintendent. Parents will receive a copy of these procedures upon their request.

Parents also have the right to insert into their child's student record a statement of reasonable length stating their position concerning any disputed information in the record. This statement will be included whenever the disputed information is released.

F. Parents have the right to control the release of student records. The release of records requires the prior, specific, dated written consent of the parent. It also must designate the person to whom the records are released, the reason for the release, and the specific records to be released. Parents may limit their consent to specific records to be released. Parents may limit their consent to specific records or parts of records and request a copy of the released information.

G. There are persons, agencies, and organizations which have access to student records without parental consent. They include:

1. The records custodian of another school system into which the child/children transfer(s) if parents make no objection within 10 school days, to the contents of the school records listed in the notice to transfer records
2. Persons authorized, as required by state or federal law. In such cases parents will receive prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and/or challenge such information. If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents
3. The school shall grant access to, or release information from, school student records without parental consent or notification:

A. To an employee or official of the school district or the State Board of Education, provided such employee or official of the State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest

B. To any persons for the purpose of research, statistical reporting, or planning, provided that:

1. Such person has the permission of the State Commissioner of Education, and,
2. No student or parent can be identified from the information released

C. Pursuant to a court order, provided that the procedures outlined in IL Rev. Stats 1975, Ch. 122, Article 50 - 6(a), (5) are observed.