

STUDENT RECORDS:

The school district follows the policies and procedures outlined in the Illinois School Student Records Act. The following types of student records are kept in the principal's office:

- A. **Permanent** – all information kept permanently concerning students. The permanent record card indicates the student's name, gender, address, birth date, social security number, attendance, grades, academic record, parent's names, address, and telephone number. The permanent record shall be maintained for at least sixty (60) years after the student has graduated, transferred or permanently withdrawn from the school district.

- B. **Temporary** – all information not required to be in the permanent record such as test scores, special education records, teacher evaluation of student, disciplinary information, and health cards. The temporary record shall be maintained during the period of usefulness to the school and the student, but not longer than five years after the student has graduated, transferred or permanently withdrawn from the district. The parent/guardian of a child under eighteen (18) or a designee of such parent/guardian shall be entitled to inspect and copy information in the student's school records at the student's request. The parent/guardian has the right to inspect and review the student's education records within fifteen (15) days of the district receiving a written request for access. Parents or eligible students should submit to the school superintendent a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The district shall notify the student's parents/guardian and the student when it plans to destroy a student's permanent or temporary record. When the student reaches eighteen (18) years of age, or graduates from high school, or marries, or enters military service, all rights and privileges accorded to a parent/guardian under the Illinois School Student Records Act shall become exclusively those of the student.