

MORRISONVILLE COMMUNITY UNIT SCHOOLS NOTICE TO PARENTS - "ILLINOIS SCHOOL STUDENT RECORDS ACT"

The following summarized regulations on student records were adopted by the State Board of Education on March 11, 1976, and were approved by the Morrisonville Board of Education on June 14, 1976. A copy of the complete regulation is on file in each of the school offices and is available for public inspection.

A. Student records are divided into two categories, "Permanent" and "Temporary".

Permanent records consist of the following information which must be maintained by the school district for at least 60 years.

1. Basic identifying information (student and parents' names and addresses; birth date and place; and gender.
2. Academic transcript (includes grades, class rank, graduation date, grade level achieved, and scores on college entrance examination tests.
3. Attendance record.
4. Accident reports and health records.
5. Record of release of permanent record information.
6. Honors and awards received.
7. Information concerning participation in school-sponsored organizations.

Temporary records consist of all other information not required to be in the student's permanent record. (These records will be destroyed after five years. Parents wishing to copy any information proposed to be destroyed must notify the school in writing before that time.)

- B. Parents or legal guardians have the right to inspect and copy permanent and temporary records along with the right to challenge the contents of the record. Any entry contained in the folders of students, with the exception of grades, may be challenged on the basis of accuracy, relevance, and/or propriety. The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. An initial informal conference with the parents or legal guardian will be held within 15 days of the receipt of the request for a hearing. If the challenge is not resolved, formal proceedings involving a school-appointed hearing officer will be initiated. A request to view student records must be made to the building principal who will notify the parent or legal guardian of an appointment time to view the records. Records must be viewed in the presence of the principal.
- C. Parents or legal guardians have the right to control access and release of school student records along with the right to request a copy of the information released. (Authorized state and local school personnel are the only persons with access to student records without parental consent.)
- D. Parents should be aware that no person may condition the granting or withholding of any right, privilege or benefits to make as a condition of employment, credit, or insurance the securing by an individual of any information from a student's temporary record which such individuals may obtain through the exercise of any right secured under the act or these regulations.
- E. Parents have the right to inspect and challenge the information contained in a school student record prior to transfer of the record to another school district. NOTE: Publicity releases are from time to time made concerning students who have won scholarships, science fair honors, recognition in plays, scholarship recognition, etc. These publicity-type news items will continue to be released unless parents notify the schools that they do not wish such information to be released.