



---

# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

---

Board of Education Policy 7-350

Page 1 of 3

## STUDENTS

### MAINTENANCE OF STUDENT RECORDS

A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the District, except records kept: (1) in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the school.

The district maintains two types of school records for each student: A permanent record and a temporary record. These records may be integrated.

The permanent record shall include:

Basic identifying information

Academic transcripts

Attendance record

Accident and health reports

Scores received on the Prairie State Achievement Examination

Information pertaining to release of this record

Honors and awards

School-sponsored activities and athletics

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduates, withdraws, or transfers.

The temporary record may include:

Family background

Intelligence and aptitude scores

Psychological reports

Achievement test results, including scores on the Illinois Standards Achievement Test

Participation in extracurricular activities

Honors and awards

Teacher anecdotal records

Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another.

Special education files

Verified reports or information from non-educational persons

Verified information of clear relevance to the student's education

Information pertaining to release of this record

Information in the temporary record will indicate authorship and date. The District will maintain the student's temporary record for at least 5 years after the student transferred, graduated, or permanently withdrew.

The Principal or designee shall be responsible for the maintenance, retention or destruction of a student's permanent or temporary records in accordance with the District's established procedure. Prior to expunging and destroying students' permanent and temporary records, the District shall notify the student's parents/guardians and the students of its impending action. A 30-day notice shall be given in the local newspaper, as well as a notice sent home with each student. The parents/guardians or student shall be given an opportunity, within the 30-day period, to copy the record and information proposed to be destroyed or deleted.

In the case of a disabled student who graduates or permanently withdraws from the District, temporary records which may be of continued assistance to the student may, after five years, be transferred to the parents/guardians or to the student, if the student has succeeded to the rights of the parents/guardians. The content of the transferred records may relate to the diagnosis and remediation of the student's disabling condition. An explanation of the usefulness of the records may be given to the parents/guardians or student by the appropriate special education personnel within the District.

The Superintendent shall be responsible for designating a records custodian who shall maintain student records. The Superintendent or designee shall be responsible for informing staff members of this policy.

**Legal References:**      **Family Educational Rights and Privacy Act, 20 U.S.C. 1232g**  
                                 **105 ILCS 5/14-1.01 et seq.**  
                                 **105 ILCS 10/1**  
                                 **50 ILCS 205/7**  
                                 **23 Ill. Admin. Code §§ 226 and 375**

**Adopted: 7/20/94**

**Revised: 7/18/05**

**Affirmed: 5/15/2006**