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# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

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Board of Education Policy 7-360

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## **STUDENTS ACCESS TO STUDENT RECORDS AND RELEASE OF STUDENT RECORDS**

The parents/guardians of a student under 18 years of age or a designee of such parents/guardians shall be entitled to inspect and copy information in the student's school records. A student shall have the right to inspect and copy his or her school student permanent and temporary records. When the student reaches 18 years of age, or graduates from high school, or marries or enters military service all rights and privileges accorded to a parent under the Illinois School Records Act shall become exclusively those of the student. The District shall notify students and the parents/guardians of such rights annually in the Student Calendar and Guidebook. In cases of divorce or separation, both parents/guardians shall be permitted to inspect and copy the student's records unless a court order indicates otherwise. The District may charge the actual cost, provided that the costs not exceed \$.35 per page, for copying information in the student's records. However, no individual shall be precluded from copying information because of financial hardship.

Students' official records will be made available to parents/guardians and students upon request. If a staff member is present to explain the information, parents/guardian and students may inspect such items as academic records, test records, and physical health and accident reports. Other information requested dealing with discipline and of a more personal or psychological nature will be interpreted only by means of a conference with the appropriate school personnel.

The following regulations govern the release of student information to third parties:

1. Professional district staff members with a legitimate educational interest will have access to information needed in the performance of their responsibilities.
2. Researchers, with district approval, may be granted access to certain records for statistical purposes, provided that:
  - a. The researcher provides an affidavit agreeing to all applicable statutes and rules;

and

- b. No student or parent will be personally identifiable from the information released.
3. The Principal or designee will release student records pursuant to a court order presented by local, state, or federal officials. However, the Principal or designee will notify the parents/guardians and/or student in writing of any court order and of the information so provided.
4. The Principal or designee will release student records to another school, either within or outside the State of Illinois, in which the student has enrolled or intends to enroll, upon the written request of such school's records custodian. Only academic and test records, and physical health and accident data shall be included in the information sent to the receiving school.
5. The Principal or designee will release student directory information to third parties. "Directory information" includes the following: student name, address, telephone listing, date of birth, dates of attendance, grade level, date of graduation, participation in officially recognized activities and sports, honors and awards received, and the most recent educational agency or institution attended. Parents/guardians and/or eligible students may request to have such directory information withheld from release.

Any release of information other than that specified above shall require the prior written consent of the parent/guardian or eligible student, designating the specific records or information to be released and the party to which such information may be released. The referral for special education consideration will be sent to or received from any other institution only with written permission of the parents/guardians including specific permission as to confidential information. When parents/guardians have given written approval for special education placement, the appropriate student records will be forwarded in accordance with the rules and regulations governing special education.

**Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g**  
**50 ILCS 205/1**  
**105 ILCS 10/1**  
**Adopted: 7/20/94**  
**Amended: 5/15/2006**