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# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

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Board of Education Policy 7-370

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## STUDENTS

### CHALLENGES TO STUDENT RECORDS

Parents/guardians or eligible students shall have the right to challenge the accuracy, relevance, and/or propriety of any entry in any school record concerning the student. Academic grades and references to expulsions or out-of-school suspensions may not be challenged under these regulations except as to the accuracy of recording.

The parents/guardians or eligible student must request in writing that an informal conference with the Dean of Students or designee be provided. This conference will be set at a mutually convenient time not later than 15 days after the request. The nature of the challenge, the specific entry or entries challenged, and the basis of the challenge shall be briefly stated in the request.

If the challenge is not resolved in the informal conference, the parent/guardian or eligible student may request a formal hearing. This request must be filed with the Superintendent or designee after the informal conference. The hearing date will be set for no later than 15 school days after the informal conference unless a later date is agreed upon by the parent/guardian or eligible student and the school.

The school shall select and appoint a hearing officer, who shall not be employed in the attendance center in which the student is enrolled.

Written notice of the date, time and place of the hearing will be mailed by the school to the parent/guardian at a reasonable time before the hearing date.

A verbatim record of the hearing shall be made by a tape recorder or a court reporter. The hearing officer shall issue a written decision containing the reasons for the decision within 10 school days after the conclusion of the hearing. The school shall insure that copies of the decision are mailed to the parent/guardian.

Any party may appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within 20 school days after receipt of the decision. Written notification of the right to appeal by any party to the Superintendent of the Educational Service Region will accompany the notification to the parents/guardians of the hearing officer's decision.

**Legal References:**      **Family Educational Rights and Privacy Act,**  
                                 **20 U.S.C. Sec. 1232g**  
                                 **105 ILCS 10/7**

**Adopted: 7/20/94**

**Revised: 7/18/05**

**Affirmed: 5/15/2006**