

Appendix B

Legal Notice to Students and Parents

In accordance with the provisions of the Illinois School Student Records Act of 1975, granting to each particular parent of a student in District 125 certain rights with regard to the records of such student maintained by the school district, each parent is advised as follows:

1. Directory information may be released to the general public, including military recruiters and institutes of higher education, unless a parent requests that such information not be released. Parents may request information not to be released through the on line registration process each year.
 - a. Student's Name
 - b. Student's Address
 - c. Parent's or Guardian's Name
 - d. Parent's or Guardian's Address
 - e. Telephone Number - Parents
 - f. Date of Birth
 - g. Place of Birth
 - h. Student Gender
 - i. Grade Level
 - j. Major Field of Study
 - k. Dates of Attendance
 - l. Diploma Received and Date
 - m. Honors and Awards Received
 - n. Participation in school-sponsored activities, organizations, and sports
 - o. Yearbook and/or Newspaper Pictures
2. The school district maintains educational records relating to students. These consist of two types of records; permanent records and temporary records.

Student permanent records consist of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent record information. **NO OTHER INFORMATION WILL BE PLACED IN THE STUDENT PERMANENT RECORD.** The permanent record will be kept by the school district for sixty (60) years after graduation or permanent withdrawal.

The student temporary record consists of all information that is of clear relevance to the education of the student but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, and teacher evaluations. A record of release of temporary record information must be included in the student temporary record. The temporary record will be destroyed five years after graduation or permanent withdrawal. Types of records maintained by District 125 are listed below along with the officials or custodians of the records:

<u>Record</u>	<u>Type of Record</u>	<u>Custodian of Record</u>
a. Directory Information	Permanent and Temporary	Registrar
b. IQ/Achievement Test Data	Temporary	Registrar
c. Courses and Grades	Permanent	Counselor and Registrar
d. Attendance Data	Permanent	Dean and Registrar
e. Graduation Status	Permanent	Counselor and Registrar
f. Transfer Information	Permanent	Registrar
g. Psychological Data	Temporary	Special Education
h. Family/Social History (if available)	Temporary	Special Education
i. Discipline (if available)	Temporary	Dean
j. Counseling Records	Temporary	Counselor
k. Activities and Awards	Temporary	Student Activities Director
l. Transcript Request Forms	Temporary	Registrar
m. Freshman/Transfer Enrollment Forms	Temporary	Registrar and Counselor

Teachers, Supervisors, Administrators, and Board Members having an educationally-oriented need have access to such records for the purpose of furthering legitimate educational interests without parental consent.

3. Each parent upon reasonable notice to school officials, has a right of access to educational records of the institution relating to the particular student for purposes of inspection and review, prior to transfer of the records to another school district; the right to transfer the records to another school district; the right to obtain copies of those records at a cost not to exceed 50 cents a page; the right to a response to reasonable requests for explanations and interpretations of the records; the right to an opportunity for a hearing to challenge the content of the records (other than academic grades and references to expulsions and out-of-school suspensions) and the right to insert a written explanation concerning the contents of such records. These rights transfer from parents to students when they (the students) reach the age of eighteen.
4. Upon request for a hearing concerning the content of the student's educational records, the Principal shall arrange an informal meeting with the parent. If thereafter the parent requests a formal proceeding, such request shall be made in writing to the Superintendent. The parent shall be afforded a full and fair opportunity to present evidence concerning the records. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

5. The Family Rights and Privacy Act does not require the written permission of the parents/guardian for records to be transferred to a school in which the student has enrolled. The enrollment of the student may be accepted as prima facie evidence of the parent's/guardian's knowledge of and consent to the transfer of records. However, teachers, supervisors, administrators, and board members, having an educationally oriented need, do have access to your records without parental consent for the purpose of furthering legitimate educational or administrative interests. Student records being transferred to other schools include disciplinary information regarding the student's standing.
6. Persons authorized by the State or Federal law to gain access to school records shall be allowed to do so.
7. Upon graduation, transfer or permanent withdrawal of the student from school, the school shall notify the parents and the student of the destruction schedule for the student's temporary records. No one other than the student can request school records once the student graduates or turns 18 years of age. Requests to release records must be in writing.
8. It is the student's right that no person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's records which such individual may obtain through the exercise of any right secured under the act or these regulations.
9. Copies of the Act and regulations are available for inspection in the administrative offices of District 125. If you have any questions, please call 847-415-4000 and ask for the Principal.

Appeals Process

Any parent has a right to appeal decisions made by the school regarding student records, disciplinary action, grade reports, etc. The initial appeals process includes contacting the Director of the department and the Principal within fifteen school days of the initial concern. The Director and the Principal will hear the case. If the parent wishes to further appeal the decision, the Superintendent should be contacted.

If the challenge is not resolved by either of these informal conferences, formal procedures may be initiated. A hearing officer (not employed by the school district) will be appointed by the school to hear the case. The hearing officer will hear the case no later than fifteen days after the informal conference, unless an extension of time is agreed upon by parents and school officials.