

## Students

### Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

The Cooperative shall maintain a copy of temporary school records for each student receiving services from the Cooperative. Maintenance of student records is limited to a *copy of temporary* records, with all temporary and permanent records maintained by the resident school district. Upon request, the Cooperative discloses school student records without consent to officials of another school district or cooperative in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

State and federal law grant students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.

The Executive Director shall fully implement this policy and designate an *official temporary records custodian* for each school and program who shall maintain and protect the confidentiality of the copy of temporary school student records of students receiving services from the Cooperative. The Executive Director shall inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

The Executive Director or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.: Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1<sup>st</sup> Dist. 2002).  
Owasso I.S.D. No I-011 v. Falvo, 534 U.S. 426 (2002).  
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g implemented by 34  
C.F.R. Part 99.  
Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.  
105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.  
105 ILCS 10/, Illinois School Student Records Act.  
50 ILCS 205/7.  
750 ILCS 5/602.11  
23 Ill. Admin. Code Parts 226 and 375.

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal  
Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct)

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student  
Records), 7:340-AP2 (Storage and Destruction of School Student Records)

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