

## STUDENT RECORDS AND REPORTING

**Reporting System:** Report cards are issued at the end of each quarter; however, fourth grade students receive non-graded reports for the first two quarters. Parents and students at the 7<sup>th</sup> and 8<sup>th</sup> grade levels have access to view grades on-line by using our grading portal. Teachers and parents remain in contact if there is a sudden change in grades in order to work together to help students meet their academic goals. In addition to report cards, Parent/Teacher Conferences are held in November and in February.

If you have any questions or concerns about your child's progress throughout the year, please do not hesitate to call your child's teacher or advisor as we encourage frequent communication.

**Student Records:** All school records, including permanent and temporary records, shall be available for inspection and duplication according to the provisions of the Family Education Rights and Privacy Act, the Illinois School Student Records Act, the Individuals with Disabilities Act, the Mental Health and Developmental Disabilities Confidentiality Act, and all other laws protecting the confidentiality of information that may be contained in the student's school records.

**Permanent Record:** Includes student's and parents' names and addresses, birth date and place, and gender of student; academic transcript (grades, class, graduation date, grade level achieved); attendance records, health record, and record of release of permanent record information.

**Temporary Record:** Includes a record of release of temporary record information and all information not required in the student's permanent record. The District shall maintain the student's temporary record during the period of usefulness to the school and the student, but in no case longer than five years after the student has transferred, graduated or permanently withdrawn from the District. The District may maintain anonymous information indefinitely for authorized research and planning.

**Directory Information:** Includes parents' names and addresses, the student's name, address, gender, grade level, birth date and place; academic awards and degrees; and period of attendance in the school. Directory information may be released to the general public, unless a parent requests in writing that any or all such information not be released. Until such written notification is received from the parent requesting the directory information not be released, the school has the authority to release such information to the general public.

**Parent Rights:** Parents may copy any school record which is proposed to be destroyed, transferred or deleted. Student records are reviewed for deletion of unnecessary information when a student changes attendance centers, upon graduation or transfer, or permanent

withdrawal from school. Parents will be notified of a proposed destruction or transfer schedule with the right to request copies of such records.

No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record when such individual may obtain the information through exercise of any right provided by the regulations under the Student Records Act.

Parents have a right to inspect, challenge, and copy the information contained in a student record at any time and prior to transfer or destruction of the record.

A parent's request to review records must be made in writing to the Principal. The review shall occur within three school days during normal business hours and will be in the presence of the Records Custodian or designee.

Parents have a right to challenge records (exclusive of grades) on the basis of accuracy, relevance, or propriety. A written request stating the material to be challenged shall be filed with the Principal and an information conference held within fifteen school days after receipt of the same. If the challenge is not resolved thereby, a hearing officer will be appointed who shall conduct a hearing within the time and place and in accordance with the provisions of the appropriate regulations. A written decision shall be issued and either party may challenge the same by appealing the decision to the Superintendent of our Educational Service Region who shall make a decision on the appeal.

Parents have a right to control access and release of student records, except for persons in the school sector having a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest, for research and planning under certain circumstances, and/or pursuant to a court order. Release to others requires specific parental approval following notification from the school to the parent of the proposed release. The parent may at any time authorize inspection of the records by a third party and release of information in records to a third party. Release forms are available in the school office. In addition, information in the student record may be released in an emergency to protect the health and safety of the student or other persons in accordance with controlling regulations.

Should you have any questions or concerns regarding this Student Records Policy, please contact the Principal.

**Upon graduation, school records are forwarded to the high school.**