

# DIXON PUBLIC SCHOOLS #170

*"A Place to Grow"*

[www.dixonschools.org](http://www.dixonschools.org)

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Dear Parents/Guardians,

Every year schools are required to notify parents and guardians of the rights of parents and students concerning student records. The information below applies to all students in Dixon Public Schools.

## **Student Records**

Rules concerning student records at **Dixon Unit School District #170** are based on requirements of the federal Family Educational Rights and Privacy Act (FERPA-7:15), the Illinois School Student Records Act (ISSRA), and on the Board of Education's Student Records Policy (7:340).

The Student Records Policy may be reviewed online at [www.dps170.org](http://www.dps170.org) under our Board Policy Section. Questions concerning the policy, the information provided below, or particular student records should be directed to the student's building principal or school counselor.

## **Permanent and Temporary Records**

A student's permanent record consists of:

- 1) Basic identifying information, including the student's and parents' names and addresses, student birth date and place, and gender.
- 2) Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance exams.
- 3) Attendance record.
- 4) Accident reports and health record.
- 5) Record of release of permanent record information.

All permanent student records will be destroyed 60 years after the student graduates or permanently withdraws from school.

A student's temporary record consists of:

- 1) Family background information.
- 2) Intelligence test scores and aptitude test scores.
- 3) Reports of psychological evaluations, including information obtained through test administration, observation or interviews.
- 4) Elementary and secondary achievement level test results.
- 5) Teacher anecdotal records.
- 6) Disciplinary information.
- 7) Honors and awards received, and participation in co-curricular and extracurricular activities.
- 8) Special education files including the report of the multidisciplinary staffing on which placement (or non-placement) was based, and all records and tape recordings relating to special education placement hearings and appeals.
- 9) Any verified reports or information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the student.
- 10) Record of release of temporary record information.

Student temporary records will be destroyed five years after a student graduates or permanently withdraws from school.

## **Directory Information**

The following information is designated as directory information and shall be released to the general public, unless the parent requests in writing, delivered to the building principal by October 1, 2016 or within 30 days of initial enrollment, that any or all such information not be released.

- 1) Identifying information, including the student's name, address, telephone listing, photograph, grade level, birth date and place, and parents' name and addresses.
- 2) Academic awards, degree and honors.
- 3) Information in relation to school-sponsored activities, organizations, and athletics.
- 4) Period of attendance in the school.

**Applicable only to Dixon High School.** As required by federal law, the District will, upon military recruiters' request, provide recruiters with access to student names, addresses, and telephone numbers, unless the parent requests in writing that such information not be so disclosed without prior written consent. Such a request must be delivered to the building principal by October 1, 2016 or within 30 days of initial enrollment.

**Parent and student rights in regard to student records (7:340)**

\*Please note that when students become 18 years of age they can deny parent access to their records, **unless** the parent is still claiming them on their income tax. Parents will need to provide proof to the school that their child is still being claimed on their tax return.

Parents or a student who has become 18 years old\* ("eligible student") have the right to:

- 1) Inspect and copy the student's education records within 15 days of the date the District receives a request that identifies the records which the parent or eligible student wishes to inspect. The principal will make arrangements for access and will notify the parent or student of the time and place where the records may be inspected. There will be a charge of \$0.15 per page for copies.
- 2) Request the amendment of student records that the parent or eligible student believes are inaccurate or misleading, by writing to the school principal. The written request should clearly identify the part of the record sought to be changed, and specify why it is inaccurate or misleading. If the District determines not to make the requested changes, the District will so notify the parent or student of its decision, of the right to a hearing regarding the request for amendments, and of the procedures for such a hearing.
- 3) Receive, upon request, copies of records proposed to be destroyed. The school will notify parents and students of the records destruction schedule.
- 4) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that disclosure without consent is authorized by state or federal statute.
  - Among the types of disclosure without consent allowed by statute is disclosure to a school official with legitimate educational interests, meaning a person who needs to review an education record in order to fulfill his or her professional responsibilities. The term "school official" may for these purposes include an administrator, certified or support staff member (including health or medical staff and law enforcement unit personnel), school board member, or person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or diagnostician), or a parent or student serving on a school-established disciplinary or grievance committee.
  - The District will disclose a student's education records without consent to a school in which the student seeks or intends to enroll, upon request by that school, subject to the right of the parents (or student, as applicable) upon notice of the proposed transfer to inspect and copy the records and to seek amendment of their contents using the procedure described above.
- 5) File a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of the Family Educational Rights and Privacy Act. The address of the agency that administers the Act is:
  - Family Policy Compliance Office
  - U.S. Department of Education
  - 400 Maryland Avenue, SW
  - Washington, D.C. 20202-5901

**Limitation on right of access where court order of protection exists**

No person who is prohibited by a court order of protection from inspecting or obtaining school records of a student shall have any right of access to the school records of that student, if the school's principal or the principal's designee has been provided a copy of such order.

**Other Protections** - A parent or student may not be forced by any person or agency to release information from the student's temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.