

DRAFT

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01-0124-PO3

RETENTION OF STUDENT RECORDS

Purpose:

To establish the foundation to bring forward knowledge of the "Permanent Student Record" and "Temporary

Student Record" in the Chicago Public Schools, in accordance with the provisions of the State of Illinois, Act

Definitions

Student - Any person enrolled or previously enrolled in a school. [105 ILCS 10/2]

School - Any public preschool, day care center, kindergarten, nursery, elementary or secondary educational

facility or any other elementary or secondary educational agency or institution and any person, agency or institution which maintains school student records from more than one school, but does not include a private or non-public school.

State Board - the Illinois State Board of Education.

School Student Record -Any writing or other recorded information concerning a student and by which a

maintain record information in accordance with Section 6 (a) of the Act and scores received on State

- At which time the Student Permanent Record is transferred to the Student Records Services.

It shall then be kept in accessible and retrievable form in the Student Records Section for a total

of 60 years after the student has left the school.

- The Registration Card is never transferred with the student.
- A new Registration Card is prepared at every elementary school the student attends. It is not forwarded to the student's high school. The Registration Card should never leave the school where the

record was prepared, until transferring to the Student Records Services.

- The "Permanent Student Record" (The Registration Card) for all former students (students who have transferred, graduated, or otherwise withdrawn from the school) shall be kept as one file in the

CPS Student Temporary Record

CPS considers the "Student Temporary Folder" or "Student Cumulative "Cura" Folder" as containing the

[REDACTED]

No personally identifiable school student records or information contained therein may be released,
transferred, disclosed or otherwise disseminated without the written consent of the student's parents to any

[REDACTED]

individual, agency or organization other than the following or as allowed in [105 ILCS10/6].

(1) To a parent or student or person specifically identified as a representative by the parent

[REDACTED]

Release of student or parent directories with addresses is prohibited, except as authorized by the Superintendent of Schools (Chief Executive Officer) or the General Council Board Rule 6.171

Records Retention:

The Secretary of the Board of Education of the City of Chicago has established a Records Retention Schedule approved by the Local Records Commission of Cook County. The Records Retention Schedule is

included in the Records Management Procedures for Schools.

The Board has determined that retention based on Date of Birth is the most practical, feasible operation

The disposal shall be performed in the normal course of business. It is good business practice to establish the

same time each year to dispose of records eligible for destruction. The destruction must be certified and comply

with all environmental regulations.

Records destroyed by fire, flood or natural disaster shall be reported to the secretary within forty eight (48) hours.