

**AMEND BOARD REPORT 01-0725-PO2  
ADOPT POLICY ON PARENT AND STUDENT RIGHTS OF ACCESS TO  
AND CONFIDENTIALITY OF STUDENT RECORDS**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:**

That the Board adopt an amended ~~the~~ Policy on Parent and Student Rights of Access to and Confidentiality of Student Records.

**PURPOSE:**

To promote a legally consistent and appropriate policy for parent and student rights of confidentiality and access concerning student records. ~~The existing policies and procedures have been superceded by amendments to the Illinois School Student Records Act ("Student Records Act"), the Family Educational Rights and Privacy Act of~~

**DEFINITIONS [105 ILCS 10/2]**

birth, honors and academic awards, dates of attendance and information concerning school-sponsored activities, organizations and athletics.

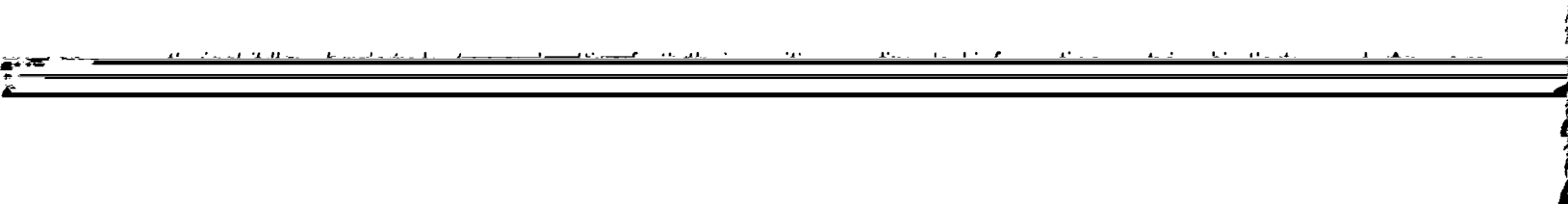
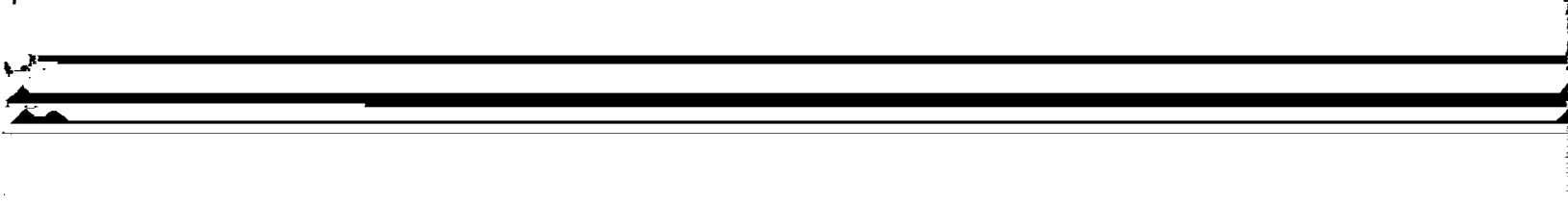
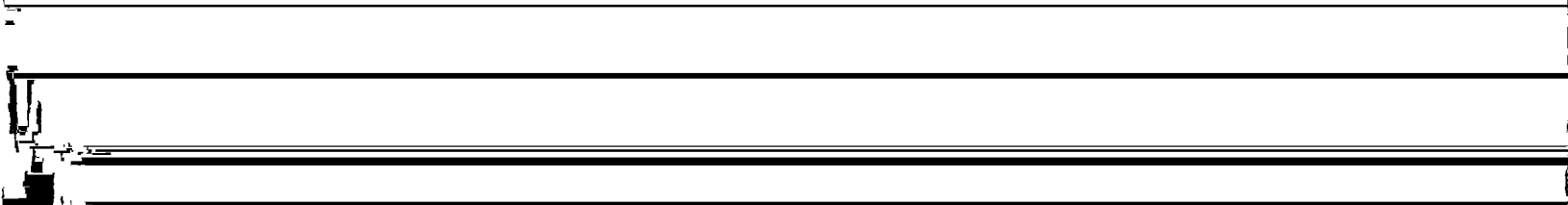
School. Any public preschool, day care center, kindergarten, nursery, elementary, or secondary educational

The "Student Temporary Record" may include participation in extracurricular activities, including any offices held

temporary record information in accordance with Section 6 (c) of the Student Records Act and scores received on State assessment tests administered in the elementary grade levels (kindergarten through grade 8).

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~~proceed to be destroyed or deleted. Person(s) shall have the right to insert a statement of reasonable length in~~



- (7) To any person for the purposes of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person to whom the information is released sign an affidavit agreeing to comply with all applicable statutes and rules

pertaining to school student records.

- (8) Pursuant to a court order, provided that the parent(s) are given prompt written notice of the

receipt of the order, the terms of the order, the nature and substance of the information to be

Directory Information is to be released/posted and allow a reasonable amount of time for them to  
content of the disclosure. School Officials shall adhere to the following steps regarding the

release of Directory Information:

- a. Upon receiving a request for release/posting of Directory Information, school officials must decide what type of Directory Information, if any, shall be included in the disclosure.
- b. Prior to disclosing the Directory Information, school officials must notify the

education status) to third parties, except as described in this policy, is a violation of state and federal law, punishable by fine and/or liability for civil damages and attorneys fees.

F. Record of Release

Each school shall maintain a record of all persons, agencies or organizations which have requested or obtained access to the records of a student, indicating specifically the legitimate educational or other interest that each person, agency or organization has in seeking this information. In addition, a record of

release of any student records must be made and kept as a part of the school student record for the life

may initiate an appeal by the same procedures. Upon receipt of such documents, the Principal Communications Consultant, Problem Resolution Office, shall examine the documents and record to determine whether the school district's proposed action in regard to the student's record is in compliance

with the State Board, make findings and issues written decision to the parent(s) and the school within twenty (20) school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy, relevance or necessity of records in special education records, the Principal Communications Consultant

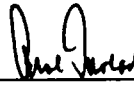


Reviewed for Consideration:



Barbara Eason-Watkins

Respectfully Submitted:




Arne Duncan

Chief Education Officer

Chief Executive Officer

Noted:

Approved as to Legal Form 

  
John Maiorca  
Chief Financial Officer  
Ruth M. Moscovitch  
General Counsel

**Appendix A**  
**SAMPLE FORM LETTER TO NOTIFY PARENTS ABOUT THE DISCLOSURE OF DIRECTORY**  
**INFORMATION AND THE RIGHT TO OPT OUT**

Name of School  
Address  
Chicago, Illinois

Date

**RE: Release of Student Directory Information**

Dear Parent or Guardian,

The Chicago Board of Education's *Policy on Parent and Student Rights of Access to and Confidentiality of Student Records* allows school officials to disclose Directory Information about students to the public through posting (e.g. on the school website, bulletin boards, newsletter) or to parties who make a written request.

Directory Information includes general information about a student such as name, address, telephone number, date and place of birth, honors and academic awards, dates of attendance, and information concerning their participation in school-sponsored activities, organizations and athletics. Prior to releasing Directory Information, however, school officials must notify the parent/guardian about the Directory Information they plan to release/post and allow a reasonable amount of time for them to opt out of the release. This procedure ensures your right to keep information about your child confidential.