

Illinois School Student Records Act: writings or other recorded information maintained by an employee of a school

Recorded information are destroyed not later than the student's graduation or permanent withdrawal from the

POLICY TEXT:

The Chicago Public Schools will inform parent(s) of their rights under the Family Educational Rights and Privacy Act and the Illinois School Student Records Act by giving a copy of this information to the family upon the initial enrollment of the student and annually thereafter.

To an parent, student or person specifically identified as a representative by the parent
[REDACTED]

(2) To an employee or official of the school or school district or State Board with a current
[REDACTED]

demonstrable educational or administrative interest in the student. An "employee" or "official"

- (12) To a governmental agency, or social service agency contracted by a governmental agency, for an investigation pursuant to compulsory student attendance laws.

Any personally identifiable information contained in school student records shall not be disclosed

in any manner other than those listed above unless there is written consent from the student(s)

(2) A parent may opt out of the release of Directory Information to military recruiters, institutions of higher education, or prospective employers by submitting a signed, written request to the Board's Office of High

School Programs that indicates that he/she does not wish for the student's information to be provided to the recruiting representatives. The written opt-out request must include the student's CPS identification

The written decision of the hearing officer shall be transmitted to the parent(s) and the school district no later than ten (10) school days after the conclusion of the hearing. The decision shall be based solely on the

[REDACTED]

information presented at the hearing and shall be one of the following: to retain the challenged contents of

[REDACTED]

Reviewed for Consideration:

Barbara Eason-Watkins

**Barbara Eason-Watkins
Chief Education Officer**

Respectfully Submitted:

Arne Duncan

**Arne Duncan
Chief Executive Officer**

Noted:

Approved as to Legal Form: *AM*

[Redacted content]

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