



Official Student School Records Request

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the students’ school records, including:

The District has ten (10) business days to produce student records after a request to inspect or copy a student’s school records is received. Schools may extend this time by up to an additional five (5) business days for *select reasons.

**Please refer to the bottom of this form for the allowable reasons.*

The degree of access students have to their records depends on the students’ age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students who want to inspect or receive copies of a student’s school records must submit to the Building Principal or the District’s Official Records Custodian, The District may request that the parent(s)/guardian(s) or student identifies the types or categories of record(s) they wish to inspect or receive copies. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected.

The District charges \$.35 per page for student record copies. No parent or student shall be denied a requested copy of school student records due to inability to bear the cost of such copying. (105 ILCS 10/5(d)).

Pursuant to the Illinois School Code and the Illinois Domestic Violence Act of 1986, any person against whom an order of protection has been entered concerning a student shall be denied access to the student’s records. (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).

Please note that ALL requested records will be provided within 15 School Days of the District’s receipt of a written request.

Name of Requesting Parent/Guardian/Student: _____

Date of Request: _____ Requestor’s Email: _____

Phone Number where you can be reached: _____ or _____

Student Name: _____ Date of Birth: _____

Current Grade: _____ School Currently Attending: _____

Because a request for student records is a time-intensive process and involves assessing fees, we want to be sure we fully understand each request. This form allows parents the opportunity to clarify a records request so that the request does not produce more or less information than what is being sought by the requestor.

****Please be aware that while the charge is only \$0.35/copy, it can add up rather quickly****

Payment is due at or before the time of release of the records. If records are picked up at the CEC, payment can be made in the form of cash or check (checks should be made to: IPSD 204). However, if the records need to be shipped to another location, we are happy to provide that service, but the requestor is responsible for all actual shipping charges. If you are requesting that the District send the records, the payment must be received by the district prior to shipping and must include the estimated shipping charges.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored. A school student record does not include: certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The District maintains two types of school records for each student: **permanent record** and **temporary record**.

The permanent record means the minimum personal information necessary to a school in the education of the student and is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record means all information contained in a school student record but not in the permanent record and is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years of the student’s graduation or permanent withdrawal, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

The District maintains a Permanent Records File and a Temporary Records File for each student. In addition to these files, the District may maintain additional temporary records of a student in other locations (e.g., electronic database, Special Education file, staff working files).

1. Permanent Records and Temporary Records Files

Please select the following items and actions being requested:

___ I wish to **INSPECT** the student's **Permanent Records File**

___ I am requesting a **COPY** of the records contained in the student's **Permanent Records File**

Examples of Records in the Permanent Records File:

- Basic Identifying Information Card
- Academic Transcripts-on card
- Attendance Records-on card
- Health Records – Original physical form placed in perm folder-copy in nurse’s office
- Scores on State Assessments for Grades 9-12 only

___ I wish to **INSPECT** the student's **Temporary Records File**

___ I am requesting a **COPY** of the records contained in the student's **Temporary Records File**

Examples of Records in the Temporary Records File:

- A Records Release Form of temporary record info.
- Scores on State Assessment Tests for K-8
- Family Background Information (Home Language Survey ∞Yearly residency verification∞)
- Information regarding Suspensions and Expulsions for Drugs, Weapons or Bodily Harm to Another
- Reports of “indicated physical or sexual abuse” FROM DCFS
- Health related information and accident reports
- Intelligence Scores/Aptitude (∞Iowa Test Results ∞Cognitive Ability Results)
- A copy of the previous year’s progress report
- *Other items as determined by principal (such as a Special Education File or 504 Plan, if applicable)

2. Other Temporary Records

In addition to the complete files listed above, copies of the following items can also be provided at the same charge of \$0.35/copy.

___ I am requesting a copy of the student's attendance records

For the time period: _____ to _____

___ I am requesting a copy of the student's discipline records

For the time period: _____ to _____

___ I am requesting a copy of the student's complete health file

For the time period: _____ to _____

___ I am requesting a copy of the student's behavior logs/ records

For the time period: _____ to _____

___ I am requesting a copy of the student's progress monitoring data (i.e. Aims Web, etc.)

For the time period: _____ to _____

___ I am requesting a copy of the student's Special Education file (e.g., consent forms, IEP conference records, IEP goal progress reports, IEP goal progress monitoring data)

For the time period: _____ to _____

___ I am requesting a copy of the student's Section 504 file (e.g., consent forms, Section 504 plans)

For the time period: _____ to _____

___ I am requesting a copy of all of the student's temporary records, except for staff e-mails (see below)

For the time period: _____ to _____

3. Staff Email Containing Personally Identifiable Information About the Student

Occasionally, email correspondence to or from District staff includes a student's personally identifiable information. A parent(s)/guardian(s) or eligible student may request to inspect or receive copies of such email correspondence as part of a records request. **As with all other student records, the District charges \$0.35/copy for emails pursuant to the Illinois law and the District Handbook.**

A request for email correspondence often requires the District to perform a search of the District's electronic network and print the relevant email correspondence. Please provide as much detail as possible about the email correspondence being requested below. This information is requested in an effort to tailor the search and produce only those records the requestor wishes to inspect or receive copies. Also, the District may ask for clarification of the request in an effort to provide only the records/information being sought by the requestor. Such clarification is often necessary due to the large size of the District, the number of staff, and the volume of email correspondence. **Failure to provide detailed information may result in the production of numerous emails.**

The following selection is in reference to all email that are **"To" and/or "From" the student's parent(s)/guardian(s):**

Please select which one:

I am requesting a copy of all email which includes any personally identifiable information for the student, which have been sent to/from me.

Yes No

The following selection is in reference to all email which includes any personally identifiable information for the student:

____ I am requesting a copy of **email** which includes any personally identifiable information for the student from the following accounts: (Please list accounts by staff member's name or position & building)

E.g. Name or Position: Jennifer Law/Physical Therapist **& Building:** Longwood Elementary

For the time period: 8/15/2010 to 5/31/2012

Name or Position: _____ **& Building:** _____

For the time period: _____ to _____

Name or Position: _____ **& Building:** _____

For the time period: _____ to _____

Name: _____ **or Position & Building:** _____

For the time period: _____ to _____

Name or Position: _____ **& Building:** _____

For the time period: _____ to _____

Name or Position: _____ **& Building:** _____

For the time period: _____ to _____

Name or Position: _____ **& Building:** _____

For the time period: _____ to _____

Name or Position: _____ **& Building:** _____

For the time period: _____ to _____

Name or Position: _____ **& Building:** _____

For the time period: _____ to _____

Name or Position: _____ **& Building:** _____

For the time period: _____ to _____

Name or Position: _____ **& Building:** _____

For the time period: _____ to _____

****If more than 10 email accounts are being requested, Please print additional copies of the previous page as necessary.****

Please list any additional documents being requested: (Please be specific and include dates when possible):

**Please contact our District's Official Records Custodian directly for more clarification at:
Jennifer_Law@ipsd.org
or
630-375-3060**

***Up to an additional five (5) business days for any of the following reasons:**

- the records are stored in whole or in part off-site;
- the request requires collecting a substantial number of specified records;
- the request is categorical in nature and requires an extensive search for responsive records;
- the records cannot be located by a routine search and additional efforts are being made to locate them;
- the request cannot be responded to without unduly burdening or interfering with the operations of the school district; or
- there is a need for consultation with one or more other public bodies or school districts that have a substantial interest in the request.