

## Permanent Records

Section 375.10 Definitions: Illinois School Student Records Act [105 ILCS 10].

**“Student Permanent Record”** means and shall consist of the following as limited by Section 2(d) of the Act [105 ILCVS 10/2(d)]:

- ✓ Basic identifying information, including:
- ✓ Student’s name
- ✓ Address
- ✓ Birth date and place (certified copy of birth certificate required, but not by this Act)
- ✓ Gender
- ✓ Names and addresses of the student’s parents
- ✓ Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations
- ✓ Attendance record
- ✓ Accident reports and health record;
- ✓ Record of release of permanent record information in accordance with Section 6(c) of the Act [105 ILCS 10/6(c)]

Scores received on all State assessment tests administered at the high school level (i.e., grades 9 through 12) (see 105 ILCS 5/2-3.64(a)).

### **May also consist of:**

- ✓ Honors and awards received
- ✓ Information concerning participation in school-sponsored activities or athletics
- ✓ Offices held in school-sponsored organizations

***No other information shall be placed in the student permanent record.***

## Temporary Records

**“Student Temporary Record”** means all information not required to be in the student permanent record and shall consist of the following, as limited by Section 2(d) of the Act:

- ✓ Scores received on the State assessment tests administered in the elementary grade levels (i.e., kindergarten through grade 8) (see 105 ILCS 5/2-3.64(a))
- ✓ Information Regarding Serious Infractions (i.e., those involving drugs, weapons, or bodily harm to another) That Resulted in Expulsion, Suspension or the Imposition of Punishment or Sanction [105 ILCS 10/2(f)]
- ✓ Information Provided Under Section 8.6 of the Abused and Neglected Child Reporting Act [325 ILCS 5/8.6], as required by Section 2(f) of the Act [105 ILCS 10/2(f)]

### **May also consist of:**

Family background information  
Intelligence test scores, group and individual

Aptitude test scores

Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews

Elementary and secondary achievement level test results

Participation in extracurricular activities, including any offices held in school sponsored clubs or organizations

Honors and awards received

Teacher anecdotal records

Other disciplinary information

Special education files, including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals

Any verified reports or information from non-educational persons, agencies or organizations

Other verified information of clear relevance to the education of the student.

### **Destruction of Records:**

Section 4 of the Illinois School Student Records Act provides:

Each school shall maintain student permanent records and the information contained therein for not less than 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.

No school shall maintain any student temporary record or the information contained therein beyond its period of usefulness to the student and the school, and in no case longer than 5 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.

Before any school student record is destroyed or information deleted there from, the parent shall be given reasonable prior notice in accordance with regulations adopted by the State Board and an opportunity to copy the record and information proposed to be destroyed or deleted.

**Parent** means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student.

All rights and privileges accorded to a parent under this Act shall **become exclusively those of the student** upon his 18<sup>th</sup> birthday, graduation from secondary school, marriage or entry into the military service, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record.