

STUDENT RECORDS

Permanent and Temporary Records

STUDENT PERMANENT RECORDS

Information that needs to be retained by the school district for **60 years**.

“Student Permanent Record” is the minimum personal information necessary for a school in the education of the student and contained in a student record. This information may include the student’s name, birthdate, address, grades and grade level, parents’ names and addresses, attendance records, and such other entries as ISBE may require or authorize.

The Illinois Code of Administrative Rules, expands the statutory definition of “Student Permanent Record” by including:

1. Basic identifying information, including the student’s name and address, birth date and place, and gender, and the names and addresses of the student’s parents.
2. Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations.
3. Attendance record
4. Accident reports and health records
5. Records of release of permanent record information
6. Scores received on all State assessment tests administered at the high school level (i.e. grades 9 through 12)
7. Honors and awards received
8. Information concerning participation in school-sponsored activities or athletics, or office held in school sponsored organizations.
9. No other information shall be placed in the student permanent records.

STUDENT TEMPORARY RECORD

Information that needs to be retained by the school district for **5 years** after student graduates, transfers, or permanently withdrawal from school. “Student Temporary Record” contains all records not contained in the student performance record.

The temporary record may include:

1. Family background information
2. Intelligence test scores
3. Aptitude test scores
4. Psychological and personality test results
5. Teacher evaluations
6. Information of clear relevance to the education of the student
 - a. Elementary and secondary achievement level test results
 - b. Participation in extra-curricular activities (clubs, offices held, etc.)
 - c. Honors and awards received
 - d. Teacher and anecdotal notes- if shared with anyone else
 - e. IEPs
 - f. Any recorded information related to due process
 - g. Any verified reports or information from non-educational persons, agencies, or organizations
 - h. Record of temporary record information
7. Information under the Abused and Neglected Child Reporting Act serious disciplinary infractions (suspensions or expulsions, drugs, weapons, bodily harm to others)

NOTE: *Mental and Drug & Alcohol related records that are not generated by the school district, are able to be shared with other school districts once they have become a part of the school record.*

[Source: 23 Illinois Administrative Code, Section 375.40, amended at 40 Ill. Reg. 2287, effective January 13, 2016]