
APPENDIX G

NOTICE TO PARENTS AND STUDENTS REGARDING BOARD POLICIES

Under the Federal Family Educational Rights and Privacy Act (“FERPA”) and the Illinois School Student Records Act (“ISSRA”), students and their parents have certain rights with respect to the student’s educational records. These rights transfer solely to the student who has reached the age of 18, graduated from secondary school, married or entered into military service, whichever comes first.

Student Records

The law requires the Board of Education of the City of Chicago (the “Board”) to maintain educational records, which includes both “permanent records” and “temporary records.” A student’s permanent record contains the student’s name, place and date of birth, address, transcript, parent(s) name(s) and address(es), attendance records, and other information mandated by the Illinois State Board of Education. The student’s temporary records include all school-related student information not contained in the permanent record. Student records may include both paper and electronic records.

Notice of Student Record Retention and Disposal

According to Board policy, the retention periods for records are as follows:

- The Student Cumulative (or Temporary) Record for elementary school students shall be kept until the student is 21 years old and for high school students, shall be kept until the student is 27 years old.
- Special education related records for students with disabilities shall be kept until the student is 27 years old.
- Student Permanent records are kept for at least 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

The Board will follow the above retention schedule and will destroy these student records in the natural course of business when the records are eligible for disposal. Parents will be given notice when students permanently withdraw from school of the record disposal schedule. For additional information, refer to the Board’s Policy on the Maintenance and Retention of School Student Records at (<http://policy.cps.k12.il.us/documents/706.1.pdf>).

Right to Review and Challenge Student Records

Parents and students, whether emancipated or not, have the right to inspect and copy all of the student's educational records maintained by the school or the Board unless the parent is prohibited by an order of protection from obtaining those records.

When a student is transferring to a school outside the Chicago Public Schools district, parents have the right to inspect and copy and to challenge their children's temporary and permanent student records prior to the time records are transferred to the out-of-district school.

Schools may not charge to search for or retrieve information, though schools may charge a reasonable fee to copy records. *No parent or student shall be denied a copy of the student records due to their inability to pay.*

Parents have the right to request that a school corrects recorded information (with the exception of academic grades) that they believe is inaccurate, irrelevant or inappropriate through an informal conference at the local school. If the school decides not to amend the records, the parent has the right to request a formal hearing by submitting a written request to the Board. Parents should contact the Office of P-12 Management, Chicago Public Schools, 125 S. Clark Street, 10th Floor, Chicago, IL 60603, for a formal hearing. After the hearing, if the Board decides not to amend the record, the parent has the right to place a statement with the records commenting on the contested information in the record. The parent may appeal the Board's decision by contacting the Illinois State Board of Education (ISBE), Division Supervisor for the Division of Accountability, 100 W. Randolph St., Suite 14-300, Chicago, IL 60601. For more information on how to review and/or challenge a student's record, review the Board's policy on "Parent and Student Rights of Access to and Confidentiality of Student Records" (<http://policy.cps.k12.il.us/documents/706.3.pdf>).

Release of Student Records

Generally, schools may not release student records information without written permission from the parent. However, the law allows the disclosure of records, without consent, to select parties, including:

- School district employees or officials²⁰ who have an academic or administrative interest in the student;
- Schools to which the student is transferring, upon the request of the parent or student;
- Certain government officials as required by State or Federal law;
- Persons conducting studies, provided no student can be individually identified;
- Individuals who have obtained a court order regarding the records, provided the parents are notified;

- Persons who need the information in light of a health or safety emergency; and
- State and local authorities in the juvenile justice system.

A school may also disclose, without consent, certain “Directory Information” such as a student’s name, address, telephone number, date and place of birth, and awards and dates of attendance, provided that prior to the release of the Directory Information the parents are given the opportunity to opt out of the release of this information, in which case the information will not be released.

Please note that no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student’s temporary record that the individual may obtain through the exercise of any right secured under ISSRA.

Release of Records to Recruiters

The No Child Left Behind Act (“NCLB”) and the Illinois School Code require; school districts to provide the names, addresses and telephone numbers of all 11th and 12th grade students to military recruiters or institutions of higher learning upon their request. This information is made available to recruiters only through the Office of P-12 Management. Parents and students, regardless of whether the student is emancipated or not may request that their contact information not be disclosed as described below.

If a parent or student does not wish to have the student’s contact information released to military recruiters or institutions of higher education, they must submit a written request to the Office of P-12 Management, Chicago Public Schools, 125 S. Clark St., 10th Floor, Chicago, IL 60603, (773) 553-2150, FAX (773) 553-2151. The request to opt out must include the student’s name, ID number and school. For convenience, the Board has developed an opt out form which is available at all Chicago Public Schools high schools. Parents and students must submit their opt out request to the Office of P-12 Management by **December 1st** if they wish to opt out of releasing student records to recruiters. For more information on opting out of the release of contact information to recruiters, please review the Board’s “Recruiter Access Policy” (<http://policy.cps.k12.il.us/documents/708.1.pdf>).

²⁰School officials can include contractors, consultants, volunteers or other parties under the Board’s direct control with whom the Board has agreed to outsource certain institutional services or functions, and who have a legitimate educational interest in the specific education records disclosed. The Board’s agreement with these contractors, consultants, volunteers or other parties will specifically outline the legitimate educational interest and which educational records are disclosed.

Release of Records for FAFSA Completion Project and National Student Clearinghouse

The Board releases student Directory Information on all 12th grade students to:

(1) The Illinois Student Assistance Commission (ISAC) to assist students with college financing opportunities by completing the Free Application for Federal Student Aid (FAFSA) and to determine eligibility for ISAC-related scholarships. The FAFSA is required for students to receive many forms of college financial aid; ISAC and CPS collaborate to support family FAFSA completion; and

(2) The National Student Clearinghouse, an organization which provides data to CPS on students' postsecondary enrollment and retention. The National Student Clearinghouse helps CPS to understand and improve the college readiness and success of CPS graduates.

The Directory Information to be released is: the student's name, address, date of birth and high school name. If a parent or student does not wish to have the student's Directory Information released to ISAC for the FAFSA Completion Project and scholarships or the National Student Clearinghouse they must submit a written request to the Office of College and Career Preparation, Chicago Public Schools, 125 S. Clark St., 12th Floor, Chicago, IL 60603, (773) 553-5934, FAX (773) 553-2971. The request to opt out must include the student's name, ID number and school. For convenience, the Board has developed an opt out form which is available at all Chicago Public Schools high schools. Parents and students must submit their opt out request to the Office of College and Career Preparation by October 1st if they wish to opt out of releasing student Directory Information for the FAFSA Completion Project and/or the National Student Clearinghouse.

Filing of Complaints

Parents have the right to file a complaint with the U.S. Department of Education if they believe the school district has failed to abide by the requirements of FERPA by contacting the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

Student Interventions

The District maintains a policy on the use of momentary physical interventions to maintain the safety of students and staff and to remove disruptive students from the classroom (<http://policy.cps.k12.il.us/documents/705.7.pdf>). The District also maintains a policy on the use of Behavioral Interventions, Physical Restraints and Isolated Time-Outs with Students with Disabilities (<http://policy.cps.k12.il.us/documents/705.4.pdf>).

Notice of Search and Seizure Policy

Any Person who enters onto the property of the Board of Education of the City of Chicago may be subject to a search in accordance with the Board's Search and Seizure Policy (<http://policy.cps.k12.il.us/documents/409.3.pdf>).

Student Research Surveys

The District maintains a Research Study and Data Policy to address how individuals may conduct student research activities including surveys in the Chicago Public Schools (<http://policy.cps.k12.il.us/documents/203.4.pdf>). This policy has been established to comply with the requirements of the Federal Pupil Protection Rights Act ("PPRA"). Parents or guardians who believe their rights under the PPRA may have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Administration of Medications Policy

The District maintains a policy on the requirements for the administration of medication to a student during school hours (<http://policy.cps.k12.il.us/documents/704.2.pdf>). A written request must be made by a licensed physician and submitted on the CPS medication request form. The parent/guardian must submit a signed Parent's Authorization to Release Medical Information form. Medication will not be administered unless these forms are properly completed and received. This policy addresses administration of both prescription drugs and non-prescription (over the counter) drugs. Students shall not bring medication to school without authorization.

CPS Policy Website

Copies of all Board Policies can be obtained on the CPS Website at (<http://policy.cps.k12.il.us/>) or by writing to the Board Secretary, Chicago Board of Education, 125 S. Clark St., 6th Floor, Chicago, Illinois 60603.