

## **STUDENT RECORDS RELEASE INFORMATION**

### ***Student Permanent Record***

This record is kept in the Office of the Registrar and is maintained for at least sixty (60) years after the student has transferred, graduated, or withdrawn from Lockport Township High School. This record includes minimal personal information containing:

- Basic identifying information - student and parent names, addresses, student birth date and place, and student's gender.
  - Academic transcripts.
  - Attendance record.
- High School Immunization Record
- Information pertaining to the release of this record.

### ***Student Temporary Record***

While the student is in attendance, this record is kept in Office of the Registrar.

Once the student has left the school, the temporary record will be retained for a period of five (5) years. The temporary record may include:

- Family background.
- Intelligence and aptitude scores.
- Achievement test results.
- Psychological reports.
- Honors and awards received.
- Information about involvement in school-sponsored organizations or activities.
  - Disciplinary information.
  - Teacher anecdotal records.
  - Special Education files.
- Accident, primary school immunization record, health and dental records.
  - Information pertaining to release of this record.
- Other relevant information not required to be in the permanent record.

### ***Parental and Student Access***

The regulation of access to school records is as follows:

- Parents have the right to inspect and/or copy all records of their children who are not yet eighteen (18) years old.
- A student has the right to inspect and/or copy his/her permanent or temporary records.
- School professional personnel may be present to interpret information contained in the student records.

### ***Release Of Records***

School records or information contained therein shall not be released or disclosed to unauthorized persons. They may be released by the Office of the Registrar to the following:

- To official representatives of a school to which the student is transferring
  - To any person, with the dated written consent of the student
  - In response to a court order.

A twenty (20) cent fee shall be charged per page for copies.