

Reviewing and Copying Records

Parents have the right to see and read their child's educational records. Upon receiving a request, the school district must make your child's records available to you (within 15 school days).

The school district may charge a reasonable fee for copies of the record; however, if you cannot afford the fee, you still have the right to review and receive a copy of the records [34 CFR 300.322(f)]. Parents are to be provided a copy of evaluation reports and documentation of determination of eligibility upon completion of the administration of assessments at no cost [34 CFR 300.306(a)(2)]. Parents must be allowed access to any education records relating to their child that are collected or maintained by the school. [34 CFR 300.613].

Challenging Your Child's Records

Parents can request that the district add, remove, or change information in the student file (105 ILCS 10/1 – Illinois School Student Records Act).

Parents should submit a written request to the school district that explains their concerns. The request should be sent to the superintendent.

When dealing with a request to add, change or remove a student record, a parent needs to:

- Make sure you understand what the records say.
- Talk to the school principal or district superintendent about the problem.
- Write a letter about what you want and ask for a written answer.

If the problem is not resolved to the parent's satisfaction, the parent may request a *Records Hearing* (this is different from a due process hearing) through your local school district to resolve the issues. Regardless of the outcome of the hearing, parents may put a note or letter in their child's school record to explain their point of view.