

# Student Record Information Policy

Marklund Day School is a serving school and will keep temporary student records. The home school will maintain the students' permanent records and files. Marklund will return the temporary files to the home school upon termination of placement.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Record Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's records. They are:

**1. The right to inspect and copy the student's education records within 45 days of the day the Marklund Day School receives a request for access.**

*A parent/guardian or student should submit to the director of education a written request that identifies the record(s) he or she wished to inspect. The director of education will make arrangements for access and notify the parents/guardian of the time and place where the records may be inspected. These rights are denied to any person against whom an order of protection has been entered concerning the student.*

**2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

*A parent/guardian may ask the Marklund Day School to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the director of education and should clearly identify the record the parent/guardian wants changed and the specific reasons a change is being sought. If the Marklund Day School decides not to amend the record, the Marklund Day School will notify the parent/guardian of the decision and advise him or her of their rights to a hearing regarding the request for amendment.*

**3. The right to permit disclosure of personal identifiable information contained in the student's education records, except to the extent that FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

*Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the Marklund Day School as an administrator, supervisor, instructor, or support staff member; a person or company with whom the Marklund Day School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.*

**4. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**5. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the Marklund Day School to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605