Student Online Personal Protection Act
Student Covered Information

Right and Procedures for Reviewing Student Covered Information

Parents may request to inspect and review their student's covered information. Requests for reviewing records must be made in writing and include the date of the request, the parent's name, address, phone number, student's name, and the name of the school from which the request is being made. The District has Requests for Inspect, Copy or Challenge forms available. Completed forms should be given to the Assistant Parents will be required to provide proof of identity and relationship to the student before access to the covered information is granted.

The District shall provide an electronic copy of the records within 10 days of receiving a request for the covered information. If a parent requests a paper copy, the District will charge .35 cents per page. No parent will be denied a paper copy due to an inability to pay.

A parent may make a request to review and receive copies of covered information no more than two requests per student per quarter.

Parents may request corrections of factual inaccuracies contained in their student's covered information. The District will review the request, determine if an inaccuracy exists, and if so, will make any necessary corrections within 90 days of the request. If the correction needs to be made by the Illinois State Board of Education or a District's vendor, any necessary corrections will also be made within 90 days of the request and the District will notify the parent of any necessary corrections within 10 days after receiving confirmation of the corrections.

If a parent requests the deletion of any covered information, the District will review the request to determine whether such a deletion would violate the law or result in the student being unable to participate in the District's curriculum.

Parents may also consult the District's procedures on reviewing and challenging student records if the covered information also constitutes student records.