



Confidentiality of Student School Records

School districts create and collect a range of documents containing confidential information about students, including sensitive information about confirmed or possible physical and mental disabilities. Once created or received, these records are subject to specific release obligations dictated by one or more state or federal laws. These laws provide parents and eligible children with the right to request their own records and protect records from being obtained by people without authority to obtain them.

Questions frequently arise about who has the authority to consent to the release of school records and when a child's consent is needed in addition to or instead of a parent's. The answers to these questions are not always simple. Several laws may apply and the laws must be considered together to reach a conclusion.

The table below provides guidance about who may provide consent to a school to release a student's records. This table is not an exhaustive list, but rather provides information about those laws that most frequently apply to records that may be in a school's student record files. In addition, the Combined School Records Release Form and Accompanying Instructions are designed to satisfy general release rules as well as identify additional factors that may need to be taken into consideration before sensitive information can be released.

These documents are intended to provide guidance only, and do not constitute legal advice. The question of who can request the release of a student's records is highly individualized, and the answer often depends on the type of information contained in the record, and the age of the student involved. Therefore, you may wish to seek legal advice about the fact specific circumstances of your particular situation.

[Table: School Records - Who May Provide Written Consent to Release Information](#)

[Instructions: Authorization for Release of Records and Communications by School District](#)

[Form: Authorization for Release of Records and Communications by School District](#)

To file a complaint or if you need additional information, please call the Disability Rights Bureau at (217) 524-2660.

www.IllinoisAttorneyGeneral.gov

Springfield

500 South Second Street Springfield, Illinois 62701
(217) 524-2660

Chicago

115 South LaSalle Street Chicago, Illinois 60603
(312) 814-5684

Individuals with hearing or speech disabilities can reach us by using the 7-1-1 relay service.