# Contents of Permanent and Temporary Student Records

## Permanent Records

* Record release form(s)
* Basic identifying information – name, address, birth date, gender, parents’ names and addresses
* Academic transcripts, grade level, class rank, graduation date
* Attendance records
* Health records needed for enrollment
* Scores on state assessment tests – grades 9-12 only, and college entrance exams
* Official birth certificate

May include:

* Honors and awards
* Participation in school events, offices held in school organizations

No other information may be placed in the permanent record.

## Temporary Records

* Record release form(s)
* Scores on state assessment tests – grades K-8 only
* Information regarding suspensions and expulsions for drugs, weapons, or bodily harm to another
* Reports of “founded” physical or sexual abuse from DCFS
* Family background information
* Intelligence test scores
* Aptitude test scores
* Honors and awards
* Participation in school events, organizations
* Teacher notes
* Other disciplinary information
* Special education information
* Home language survey
* Health-related information (accident report, medicines dispensed, etc.)
* Other relevant information