**Section 451.240 Recordkeeping**

a) A school shall maintain and make available for inspection by the Superintendent a central repository of records necessary for its efficient and effective academic and business operations. Included shall be records for students, dropouts, and graduates.

b) A school shall maintain permanent records suitable for transcript purposes for all Illinois students. Permanent student records shall be maintained for fifty (50) calendar years after the student has departed from the school and include at minimum:

1) the name and address of the school;

2) full name and address of the student;

3) dates of attendance;

4) course of instruction or subject;

5) amount of credit, if any, for each subject;

6) grade for each subject;

7) statement of graduation or reason the student departed from the school.

c) Any transcript issued shall, in addition to the information specified in subsection (b) of this Section, include the following:

1) signature and title of certifying official;

2) seal of the school, if any;

3) date of issue.

d) In addition to student permanent records, a school shall establish and maintain student records for Illinois students who commence study at the school for a period of at least 3 calendar years from the date of student departure which shall include:

1) schedules of classes or required hours of attendance;

2) records of daily attendance and absences as maintained and reported to the chief managing employee by faculty and/or work supervisors;

3) evidence of regular reports to students on grades and rates of academic progress (e.g., grade reports, test results, academic warnings);

4) enrollment agreements and other contracts;

5) the student's payment record;

6) evidence of placement efforts (e.g., references provided to students, letters to employers, interview schedules) to secure employment for the student and the name, address, and telephone number of the graduate's employer if placement assistance is offered.

e) A school shall not release, transfer, disclose or otherwise disseminate student records or information contained therein unless upon the student's written request, except: to an authorized employee or an official of the school; to a representative or designee of the school's nationally recognized accrediting agency; to persons authorized or required to have such information by state or federal law or pursuant to a court order; or to the Superintendent.

f) Students shall have the right to review their student records, including grades and attendance.

g) A school shall develop and enforce security measures to protect permanent student records from damage or destruction for the period required under Section 7(3) of the Act.