

# ISC FY17 Compliance Student Records Checklist

## High School Student Records

Probe #	Topic	Yes	No	N/A
1 A.	ISAT & Prairie State Achievement Examination Administered			
5	A. The board of education is in compliance with the procedures outlined in the rules governing student records.	†Policy		
	1. Scores on the Prairie State Achievement Examination are part of the student’s permanent record.			
	2. Scores received on the Illinois Standards Achievement Test (ISAT) administered at required grade levels are part of the student’s temporary record.			
	3. Permanent and temporary student records are maintained in compliance with state laws and regulations.	†Policy		
	4. The unique student identifier used with the Student Information System is included on each student transcript and his/her “Official Transcript of Scholastic Record.”			
	D. Failure to Present Student Records.	†Policy		
	E. Transferring Student Records.	†Policy		
	F. Student Transfer Forms	†Policy		
	G. Certified Copy of Birth Certificate			
7.	F. Due Process for Suspensions and Expulsions			
12.C	District provides the opportunity to state whether the student has a parent or guardian who is a member of a branch of the armed forces.	†Policy		
33.	A. Compliance with examinations and immunizations requirements			
	F. Any child entering sixth and ninth grade show proof receiving one dose of Tdap vaccine			
62.	<b>Home Language Survey</b>			
	A. Other than English is spoken in the student’s home, which language			
	B. Student speaks a language other than English, which language			
63.	Screen the English language proficiency of each student			
64	<b>Language Classification of Children</b> The school district updates its individual student records in the Student Information System (SIS) authorized under 23 Ill. Admin.Code 1.75 (Public Schools Evaluation, Recognition and Supervision) <i>no later than the first day in March of each year</i> to reflect the following information:			
	A. whether the student has a language background other than English;			
	B. whether the student has been identified as having limited English proficiency;			
	C. The home language, birth date, and grade or achievement level of the student identified as having limited English proficiency			

## Elementary Student Records FY17

Probe #	Topic	Yes	No	N/A
1 A.	<b>ISAT Administered</b>			
5	A. The board of education is in compliance with the procedures outlined in the rules governing student records.			
	2. <b>ISAT in student's temporary record.</b>			
	3. Permanent and temporary student records are maintained in compliance with state laws and regulations. (Policy)	†Policy		
	4. <b>The unique student identifier used with the Student Information System is included on each student transcript and his/her "Official Transcript of Scholastic Record."</b>			
	D. Failure to Present Student Records. (Policy)	†Policy		
	E. Transferring Student Records. (Policy)	†Policy		
	F. Student Transfer Forms (Policy)	†Policy		
	G. <b>Certified Copy of Birth Certificate</b>			
7.	F. Due Process for Suspensions and Expulsions (Policy)	†Policy		
12.C	District provides the opportunity to state whether the student has a parent or guardian who is a member of a branch of the armed forces. (Policy)	†Policy		
33.	A. <b>Compliance with examinations and immunizations requirements</b>			
	E. <b>Policy requiring eye examinations</b>			
	F. <b>Any child entering sixth and ninth grade show proof receiving one dose of Tdap vaccine</b>			
62.	<b>Home Language Survey</b>			
	A. <b>Other than English is spoken in the student's home, which language</b>			
	B. <b>Student speaks a language other than English, which language</b>			
63.	Screen the English language proficiency of each student			
64	<b>Language Classification of Children</b> The school district updates its individual student records in the Student Information System (SIS) authorized under 23 Ill. Admin.Code 1.75 (Public Schools Evaluation, Recognition and Supervision) <i>no later than the first day in March of each year</i> to reflect the following information:			
	C. whether the student has a language background other than English;			
	D. whether the student has been identified as having limited English proficiency;			
	E. The home language, birth date, and grade or achievement level of the student identified as having limited English proficiency.			