

**EXPLANATION OF CHANGES**  
**NOTICE OF PROCEDURAL SAFEGUARDS FOR PARENTS/GUARDIANS OF STUDENTS WITH DISABILITIES 34-57J**  
**November 2018**

ISBE revised language in the *Notice of Procedural Safeguards for Parent/Guardians of Students with Disabilities (34-57J)* on page 19, paragraph 1, under “Educational Records” to align the language with current legislation. Revisions have been completed in 11 languages.

**Previous July 2018 language**

A local district is responsible for protecting the confidentiality of your child’s educational records. As a parent, you have a right to inspect and review any educational records relating to your child which are collected, maintained or used by the district. The district shall comply with a request to review the educational record without unnecessary delay and before any meeting relating to the identification, evaluation, or placement of the student and, in no case, more than 15 school days after the request has been made.

**Revised November 2018 language**

A local district is responsible for protecting the confidentiality of your child’s educational records. As a parent, you have a right to inspect and review any educational records relating to your child, which are collected, maintained or used by the district. The district shall comply with a request to review the educational record without unnecessary delay and before any meeting relating to the identification, evaluation, or placement of the student. The request to inspect and copy records must be granted within 10 business days after the request has been made. The school district may extend this by not more than an additional 5 business days for one of the following reasons:

- the records are stored off-site or at multiple locations;
- the request requires the collection of a substantial number of specified records;
- the request requires an extensive search;
- additional efforts are needed to locate the records;
- the request creates an undue burden on the school district; or,
- there is a need for consultation with another public body or school district regarding the request.

In no case will a request to inspect and copy records be granted more than 15 business days after the request is made, unless the parent and the school district have agreed in writing to an extension of the time period.

<https://www.isbe.net/Pages/Special-Education-Individualized-Education-Program.aspx>