

ARCHDIOCESE OF CHICAGO

Joseph Cardinal Bernardin
Archives & Records Center
711 West Monroe
Chicago, Illinois 60661
(312) 534-4400
Fax (312) 831-0610



School Records Ext. 4410
Sacramental Records Ext. 4410
Archival Services Ext. 4411
Secretary Ext. 4450
Researchers Ext. 4440

STUDENT RECORDS RELEASE POLICY

The following policy has been adopted by the Archdiocese of Chicago' Joseph Cardinal Bernardin Archives and Records Center with regard to the release of student records. It is designed to protect the privacy of the student and is in compliance with the Right to Privacy Act.

GENERAL POLICIES:

1. The Archives issues information only from the institutions whose records it maintains. All requests for records from institutions which still maintain their own records must be contacted directly
2. Records are mailed unless an In-Person Pick-Up is indicated in writing. (See "Procedures In-Person Records Pick-Up" below)
3. No information will be given out over the phone except to verified officials of the Archdiocese of Chicago.
4. Faxed requests for records will not be accepted, nor will records be faxed.
5. Records will not be sent to a Post Office Box #.
6. Original records do not leave the Archives and Record Center. Only "official and "unofficial" copies of records are provided.
7. "Official" record copies have an Archdiocesan seal and an accompanying letter of authenticity. "Official" records are sent, by mail, to educational institutions, employers and authorized investigation agencies. "Official" copies that are picked up will be in sealed envelopes.
8. "Unofficial" record copies have the same information as "official" records except they do not have the Archdiocesan seal or accompanying letter of authenticity but are stamped "Issued to Student". Only "Unofficial" records will be provided to authorized recipients. (An exception to this policy may be granted to a parent of a student who is serving in the military overseas, who may request that an "official" student record be sent to a school, employer or commanding officer. The parent must provide the student's unit designation, APO or FPO address, and serial number. As in other circumstances, only "Unofficial" records will be issued to the student.)
9. Authorized recipients will not be allowed to preview their records before copying.
10. All record searches will be completed within seven to ten business days upon receipt of the request.
11. Requests for "Student Directory" information will be released upon request unless the information has been specifically excluded from release by the student or the student's family.
12. Exceptions to this policy may be granted at the discretion of the Vice Chancellor.

AUTHORIZED RECIPIENTS OF STUDENT RECORDS:

1. The student named in the record (if over age 18 or an emancipated minor);
2. A parent or legal guardian of the student, (if the student is under age 18);
3. Officials of Archdiocese of Chicago schools;
4. Other parties as designated in writing by persons (1) through (3) above;

5. Other parties as designated by court order, subpoena, summons, or statute.

PROCEDURES TO OBTAIN STUDENT RECORDS:

There are **two** ways to request student records. The first and preferred method is to request and complete a **Student Records Release Form** available at the Archives and Record Center. The second method is to provide the following information in writing:

- A. Name of school attended;
- B. Year of graduation, withdrawal or transfer;
- C. Name of student at time of attendance (include maiden or previous name);
- D. Student's Social Security Number.
- E. Type of record or information requested
- F. Name, address, and daytime phone number of the person making the request;
- G. Signature of authorized recipient;
- H. Address to which records should be sent;
- I. Check or money order.
- J. Photocopy of picture ID (driver's license, state ID, passport). If the ID is not available, the request letter must be notarized.

PROCEDURES FOR IN-PERSON RECORDS PICK UP:

1. Individuals wishing to pick up records must provide a daytime telephone number.
2. Notification will be given by phone when the records are ready for pick-up.
3. Only unofficial copies or sealed official copies of school records will be issued in person.
4. Authorized recipients of student records must pick up the records in person and present proof of identity (driver's license, photographic identification card, etc.).
5. Records may be picked up at the Archdiocese of Chicago's Joseph Cardinal Bernardin Archives and Records Center, 711 West Monroe in Chicago, between the hours of 9:00 AM and 4:45 PM, Monday through Friday (except Federal and Religious holidays).

FEES:

1. All requests for student records must be accompanied by a non-refundable **\$10.00 fee** per request.
2. All fees should be submitted in United States currency by cash or money order payable to: Archdiocese of Chicago. Personal checks are not accepted.
3. Requests for Certified Mail Service require an additional fee of the current charge for this service.
4. Waivers of fees will be granted only under extraordinary circumstances at the discretion of the Vice Chancellor.