



Illinois Department of Corrections

Administrative Directive

Number: 04.10.118	Title: Educational Records and Transcripts	Effective: 6/1/2023
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Authorized by:	<i>[Original Authorized Copy on File]</i> Latoya Hughes Acting Director
Supersedes:	04.10.118 effective 8/1/2022

Authority: 730 ILCS 5/3-2-2 and 3-6-2 20 IAC 106, 107 and 405	Related ACA Standards: 5-ACI-1C-23, 5-ACI-1F-01, 02, 06, 08, 13, 5-ACI-7B-01 and 14
Referenced Policies: 01.06.101 04.10.109 04.23.120	Referenced Forms: DOC 0355 – Adult Basic Education Attendance Exemption Request DOC 0356 – Earned Program Sentence Credit (EPSC) Goal Statement DOC 0359 – Career and Technical Education Program Waiver of Liability and Hold Harmless Agreement DOC 0362 – Educational Release of Information

I. POLICY

The Department shall maintain educational records for each individual in custody who enters a correctional facility and who is subject to educational testing by the Department or who participates in educational programs offered by or through the Department.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written guidelines governing the maintenance, inspection and release of educational records.

B. Applicability

This directive is applicable to the Office of Adult Education and Vocational Services (OAEVS) and to all correctional facilities within the Department that provide academic, Career and Technical Education or contractual programs through the OAEVS.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Requirements

The Education Facility Administrator (EFA) shall ensure:

1. An educational file is established for all individuals in custody that are subject to educational testing and all students that participate in an OAEVS or contracted programs.

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- a. All files shall be maintained by the EFA or respective college coordinator.
- b. The educational file shall include, but not be limited to:
 - (1) An Earned Program Sentence Credit (EPSC) Goal Statement, DOC 0356, and any attachments in accordance with Administrative Directive 04.23.120;
 - (2) A completed copy of the Adult Basic Education (ABE) program, High School Equivalency (HSE) Test, and Career and Technical Education (CTE) or Life Skills Curriculum Checklist, as applicable;
 - (3) Educational Release of Information, DOC 0362;
 - (4) A completed Adult Basic Education Attendance Exemption Request, DOC 0355, for exemptions and pay restrictions;
 - (5) Behavioral or attendance reports;
 - (6) For CTE students:
 - (a) Career and Technical Education Program Waiver of Liability and Hold Harmless Agreement, DOC 0359;
 - (b) CTE assessment instrument; and
 - (c) CTE curriculum checklists.

NOTE: Prior to enrollment in CTE programs the EFA or College Coordinator, as appropriate, shall review the individual in custody's educational history. If the individual in custody requests enrollment in a program previously attended at another facility, a copy of the curriculum checklist shall be requested from the other facility prior to enrollment. Documentation of the date of the request and receipt of the checklist shall be maintained by the EFA or College Coordinator, as appropriate. The institution receiving the request shall forward the checklist within ten working days of receipt of the request.
 - (7) Copies of awards or acknowledgments, such as certificates of achievement or an ABE completion award;
 - (8) For two-year and four-year college students, eligibility documents that verify of successful completion of high school or the HSE or a Department of Defense Certificate of Discharge, DD214, reflecting the award of an HSE; and

NOTE: Students may be enrolled while waiting for verification; however, they shall be removed from the program with no credit after 45 working days from enrollment date if eligibility is not substantiated.
 - (9) Educational Needs Assessment Checklist.
- c. Educational files shall be retained until discharge of the individual in custody's sentence; after which the file may then be disposed of provided the documents are not subject to audits and no litigation is pending or anticipated.

2. Educational information provided on Offender 360 (O360) is updated accordingly.

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- a. Transcript data shall reflect the accurate educational status of the individual in custody.
 - (1) HSE test scores shall be entered within seven working days of receipt and, when possible, prior to the last working day of the month;
 - (2) Participation in unrostered assignments shall be properly recorded prior to the last working day of the month;
 - (3) Change in mandatory or pay restricted status shall be entered as soon as possible and, at minimum, within seven working days after the change; and
 - (4) ABE days present and ABE days absent shall be entered within seven working days of transfer in accordance with Administrative Directive 04.10.109.
- b. All valid standardized academic achievement scores shall be entered in O360 for each student tested. Scores shall be entered according to O360 guidelines within seven working days of the date tested or by the last working day of the month, whichever is sooner.
- c. Student attendance records for all educational programs shall be maintained and the O360 Daily Attendance Record shall be updated, at minimum, on a weekly basis. All attendance information for the month shall be entered by the third working day of the following month. Students not in attendance must be manually entered into O360 by education program staff.
- d. Student assignments, defined by specific assignment section job codes, shall be entered on the O360 Assignment Maintenance Screens. The O360 Assignment Rosters shall be reviewed for accuracy upon receipt and shall be updated as necessary to reflect accurate class lists.
- e. The starting and ending date of the goal period, as provided on the DOC 0356, shall be entered.

F. Inspection of Records

Persons authorized by 20 Ill. Adm. Code 107 may inspect or interpret educational records.

G. Release of Educational Records

1. Information may be released for the purpose of research, statistical reporting and planning as long as the personal data of an individual in custody is not released. Research endeavors shall be in accordance with 20 Ill. Adm. Code 106 and Administrative Directive 01.06.101.
2. Educational records that may be released by OAEVS personnel shall be released in accordance with State and Federal law or as authorized by the student.
3. Requests for the educational records of an individual in custody who is on parole status or who is no longer under the supervision of the Department shall be directed to the last facility where he or she was incarcerated, except for requests for official college transcripts that shall be forwarded to the college attended.