

Types of Public Records

Financial Public Records – Financial records are documents that provide evidence of or summarize business transactions and payroll functions for the District. Accounting financial records are summarized in budgets, annual statements of affairs, and audits.

Categories of records under Financial Public Records:

- Payroll Records
- General Ledger/Accounting Records
- Activity Fund Records
- Business Office Forms
- Contracts and Agreements
- Grant Accounting
- Insurance Records
- Asset Management Records
- Miscellaneous Financial Records

Financial Records Publicly Posted

The following financial records are immediately available to the public as they are able to be accessed on the District's website at www.oths.us.

- Annual budget for current fiscal year, itemized by receipts and expenditures
- Contracts in excess of \$25,000
- Annual Statement of Affairs
- Annual Financial Report/Audit
- Activity Account Ledgers
- ESSER Use of Funds Plan
- Contracts under the Student Online Personal Protection Act
- Administrator and Teacher Salary and Benefits Report
- Report for IMRF employees with compensation greater than \$75,000
- Aggregate Financial Information (Illinois School Report Card)

Instructional Records – Instructional records are documents related to the curriculum and instruction. Educational records include course curriculum guides, course offering handbook, and student handbook. In addition, the Illinois State Board of education compiles many data points on schools and districts. These educational records are included as part of the Illinois School Report Card. Some instructional records are not available for release to the public (5 ILCS 140/7).

Categories of records under Instructional Records:

- Instructional Materials
- Curriculum Related Materials
- Assessment Materials
- Handbooks/Guides
- Miscellaneous Instructional Records

Instructional Records Publicly Posted

The following instructional records are immediately available to the public as they are able to be accessed on the District’s website at www.oths.us.

- Student Handbook
- Curriculum Guides
- District Report Card and a School Report Card
- The District’s Discipline Improvement Plan
- Extracurricular Offerings and Contact Information
- Athletic Opportunities and Contact Information
- Aggregate student performance data (Illinois School Report Card)
- Aggregate student demographic data (Illinois School Report Card)

Personnel Records – Personnel records are documents that are related to the staffing and employment of school personnel. These records include work assignments, licensure credentials, employee work contact information, and background checks. Some personnel records are not available for release to the public (5 ILCS 140/7).

Categories of records under Personnel Records:

- Employee Personnel Files
- Employment/Position Related Records
- Employee Directory Information
- Miscellaneous Personnel Records

Personnel Records Publicly Posted

The following personnel records are immediately available to the public as they are able to be accessed on the District’s website at www.oths.us.

- Teacher and Administrator Contact/Directory Information
- Aggregate Employee Demographic Data as compiled as part of the Illinois School Report Card

Executive (Board of Education) Records – Executive and Administrative Records are those public records related to the executive functioning and governance of the District. These records include board policies, strategic plans, and school governance records such as Board of Education meeting dates, agendas, and minutes. Some executive records are not available for release to the public (5 ILCS 120/2).

Categories of records under Executive Records:

- Board Meeting Documents
- Board Governance Documents
- Miscellaneous Executive Records

Executive Records Publicly Posted

The following executive records are immediately available to the public as they are able to be accessed on the District’s website at www.oths.us.

- Board Goals and Values
- Contact Information for Board Members
- Board Policies
- Board of Education Regular Meeting Dates
- Agendas for Board Meetings
- Official Open Meeting Minutes

Operational Records – Operational Records are those public records related to the operational aspects of the District. These records include operating procedures, agreements, contracts, building records, and forms. Some operational records are not available to the public (5 ILCS 140/7).

Categories of records under Operational Records:

- General Operating Records
- Safety and Security Records
- Facility and Maintenance Records
- Miscellaneous Operating Records

Operational Records Publicly Posted

The following Operational records are immediately available to the public as they are able to be accessed on the District’s website at www.oths.us.

- Description of the District including a summary of the District's purpose, building locations, hours of operation
- School Calendar
- Title IX Coordinator Contact and Training Materials
- Identification of Students with Disabilities Information
- Collective Bargaining Agreements
- Notice of Non-Discrimination
- Reduced Time-Out Plan
- Freedom of Information Act Contacts and Information
- McKinney-Vento Information
- Registration Information

Student Records - Student records are records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution. Identifying student information is not a public record and is protected by the Family Educational Rights and Privacy Act (FERPA). These records include but are not limited to grades, transcripts, class lists, student course schedules, health records, and student discipline files.

Categories of records under Student Records:

- Temporary Student Records
- Permanent Student Records

Student Records Publicly Posted

The following student records are immediately available to the public as they are able to be accessed on the District's website at www.oths.us.

- Aggregate Data as compiled as part of the Illinois School Report Card
- Aggregate immunization data