

## **Destruction of Student Records**

This notice contains the destruction schedule for your or your student's school records as required by rule of the Illinois State Board of Education, Section 375.40(c).

As you or your student is permanently withdrawing, transferring, or graduating from this School District, you are notified of the schedule below for destruction of the school records. This schedule complies with the Illinois School Student Records Act, 105 ILCS 10/4(e) and (f), requirements that (1) temporary records be retained for at least 5 years after a student's transfer, withdrawal, or graduation, and (2) permanent records be retained for at least 60 years after a student's transfer, withdrawal, or graduation.

The parent(s)/guardian(s), or the student if he or she is at least 18 years of age at the time of the request, may request a copy of a record at any time prior to the date of destruction listed below.

- Classes before 2014 - your records will be destroyed no earlier than your (year of graduation/withdrawal/transfer + 60 years)
- Class of 2014- Temporary records will be destroyed no earlier than: July 1, 2018  
Permanent records will be destroyed no earlier than: 2074
- Class of 2015- Temporary records will be destroyed no earlier than: July 1, 2019  
Permanent records will be destroyed no earlier than: 2075
- Class of 2016- Temporary records will be destroyed no earlier than: July 1, 2020  
Permanent records will be destroyed no earlier than: 2076
- Class of 2017- Temporary records will be destroyed no earlier than: July 1, 2021  
Permanent records will be destroyed no earlier than: 2077