

STUDENT RECORDS NOTICE TO PARENTS/GUARDIANS/ELIGIBLE STUDENTS OF KOMAREK DISTRICT 94 REGARDING DESTRUCTION OF STUDENT RECORDS UPON PERMANENT WITHDRAWAL, TRANSFER OR GRADUATION

As you/your student permanently withdraws, transfers, or graduates from the District, you are hereby notified pursuant to the *Illinois School Student Records Act* ("ISSRA") of the schedule below for destruction of your/your student's school records. 105 ILCS 10/4(h); 23 Ill.Admin.Code 375.40(c). This schedule complies with ISSRA's requirements that temporary student records be retained for at least five (5) years after a student's transfer, withdrawal, or graduation, and that permanent student records be retained for at least 60 years after a student's transfer, withdrawal, or graduation. 105 ILCS 10/4(e), (f).

- 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
- Class of 2018- Temporary records will be destroyed no earlier than: July 1, 2022 Permanent records will be destroyed no earlier than: 2078
- Class of 2019- Temporary records will be destroyed no earlier than: July 1, 2023 Permanent records will be destroyed no earlier than: 2079
- Class of 2020- Temporary records will be destroyed no earlier than: July 1, 2024 Permanent records will be destroyed no earlier than: 2078

The parent(s)/guardian(s), or the student if s/he is at least 18 years of age at the time of the request, may request a copy of a student record at any time prior to the destruction dates listed above by contacting the District's official records custodian, Gail Anderson at 708-447-8030 x101.

In addition, if you/your student are/is a student with a disability who received special education services via an Individualized Education Program, then special education records and other information contained in the your/your student's temporary school records that may be of continued assistance to you/your student may be transferred to you/your student. Such records may be of future usefulness in planning and programming for you/your student's educational needs. Please contact the District's official records custodian at any time prior to the temporary school records destruction date to arrange for the transfer of such records.