

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: 2080

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 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 (see above) at any time prior to the temporary school records destruction date to arrange for the transfer of such records.