

**Students**

**Exhibit - Letter Containing Schedule for Destruction of School Student Records**

*Store in the school's or Building Principal's office.*

Student's Name: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

School: \_\_\_\_\_

This notice contains the destruction schedule for your or your child's school records as required by rule of the Illinois State Board of Education, 23 Ill Admin Code 375.40(c).

As you or your child 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 Illinois School Student Records Act requirements that (1) temporary records be retained for at least five 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. 105 ILCS 10/4(e) and (f). 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.

Temporary records will be destroyed no earlier than: \_\_\_\_\_  
(Date)

Permanent records will be destroyed no earlier than: \_\_\_\_\_  
(Date)

Mailed or  Hand delivered on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_ to the above named parent(s)/guardian(s), or to the  
student if he or she is at least 18 years of age.

Sincerely,

Building Principal

Developed: October 2012

Revised: October 23, 2017

