Students

<u>Exhibit - Letter Containing Schedule for Destruction of School Student Records</u>

Use this to comply with the Illinois School Student Records Act notification requirements before any school student record is destroyed, or information deleted from it. 105 ILCS 10/4(h), amended by P.A. 101-161; 23 Ill.Admin.Code §375.40(c). 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:_____
(Check all notification methods used.)   (Date)
☐ Handbook, dated _____(year). 105 ILCS 10/4(h)(i).
☐ Newspaper publication, dated_____ (month, date, and year). 105 ILCS 10/4(h)(ii).
☐Mailed to last known address 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. 105 ILCS 10/4(h)(iii).
☐ 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. 105 ILCS 10/4(h)(iv).

Sincerely,

Building Principal