

**WESTERN SPRINGS PUBLIC SCHOOL DISTRICT 101
STUDENT RECORDS**

Maintenance

District 101 maintains two types of student school records: temporary and permanent. Permanent records are maintained for sixty (60) years after a student has graduated, transferred or permanently withdrawn from District 101. Examples of information that is kept in the permanent file includes:

- Basic identifying information: student and parent names, addresses, student birth date;
- Academic transcripts: grades, grade level, date of graduation, class rank, grade level achieved, scores on college entrance exams;
- Attendance records;
- Health records; and
- A record of any release of permanent student record information.

Temporary records are maintained for five years after the student has graduated, transferred or permanently withdrawn from District 101. Examples of information that is kept in the temporary file includes:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm inflicted on another person
- Special education files
- Verified information relevant to the student's education

At the completion of eighth grade or withdrawal of a student from a school, student records will be transferred to the custodian of records at: **WESTERN SPRINGS PUBLIC SCHOOL DISTRICT 101, 4225 WOLF ROAD, WESTERN SPRINGS, IL 60558**

You have the right to inspect, copy or challenge the information in the school student record with regard to the above action to be taken. Please contact the custodian of records within 60 days if you wish to inspect, copy, or challenge the information in the school student records prior to any action being taken.

<u>Custodian of Record</u>		
Ashley Burger	Field Park Elementary	708-246-7675
Rachel Corrough	Forest Hills Elementary	708-246-7678
Erin DeBartolo	Laidlaw Elementary	708-246-7673
Laura Broadnax	McClure Junior High	708-246-7590

Destruction of Records Notice

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 Western Springs District 101, 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.

- Class of 2016: Temporary records will be destroyed no earlier than: July 1, 2021
Permanent records will be destroyed no earlier than: 2076
- Class of 2017: Temporary records will be destroyed no earlier than: July 1, 2022
Permanent records will be destroyed no earlier than: 2077
- Class of 2018: Temporary records will be destroyed no earlier than: July 1, 2023
Permanent records will be destroyed no earlier than: 2078
- Class of 2019: Temporary records will be destroyed no earlier than: July 1, 2024
Permanent records will be destroyed no earlier than: 2079
- Class of 2020: Temporary records will be destroyed no earlier than: July 1, 2025
Permanent records will be destroyed no earlier than: 2080
- Class of 2021: Temporary records will be destroyed no earlier than: July 1, 2026
Permanent records will be destroyed no earlier than: 2081
- Class of 2022: Temporary records will be destroyed no earlier than: July 1, 2027
Permanent records will be destroyed no earlier than: 2082
- Class of 2023: Temporary records will be destroyed no earlier than: July 1, 2028
Permanent records will be destroyed no earlier than: 2083
- Class of 2024: Temporary records will be destroyed no earlier than: July 1, 2029
Permanent records will be destroyed no earlier than: 2084
- Class of 2025: Temporary records will be destroyed no earlier than: July 1, 2030
Permanent records will be destroyed no earlier than: 2085
- Class of 2026: Temporary records will be destroyed no earlier than: July 1, 2031
Permanent records will be destroyed no earlier than: 2086
- Class of 2027: Temporary records will be destroyed no earlier than: July 1, 2032
Permanent records will be destroyed no earlier than: 2087