

Pekin School District 108 Separation Account Management

This page contains information about what happens to your district provided accounts when you leave the district.

Note: Tech Center maintenance schedules may allow an account to remain active a little longer than the guidelines below. *Do not assume that your account will remain active if it has not been deactivated by the given deadline.* In addition, keep in mind that violations of district policies regarding district provided accounts may result in the immediate deactivation of your accounts.

Certified and Non-Certified Staff

Domain account: disabled one week after the last student attendance day

G Suite account: disabled one week after the last student attendance day

Other district provided accounts: disabled one week after the last student attendance day

Administrators

Domain account: disabled at the end of the school year (June)

G Suite account: disabled at the end of the school year (June)

Other district provided accounts: disabled at the end of the school year (June)

Note: If you are a staff member on disability/FMLA, you will continue to have access to district resources and accounts; this policy only applies if you are separating from the district.

Email forwarding

Upon normal separation from D108, the district will provide email forwarding to an address of your choice until Sept 1 following your departure. Once you know you will be leaving D108, you should begin notifying your contacts of your new email address.

This is very important for any mailing lists you subscribe to and you will in most cases need to unsubscribe your old address *before* your email account is disabled since many mailing lists send email confirmations that need to be replied to with the email address you used to initially sign up.

Once the forwarder has been deleted on September 1, all incoming email to your district address will be returned to sender. We will not be notifying the sender of your new email address, so be sure you have notified everyone that needs to know.

