

**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's Name: \_\_\_\_\_

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

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 this School District, 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.

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 the student if  
he or she is at least 18 years of age.

Sincerely,

Building Principal

Developed: October 2012

