

## **School Records Destruction Schedule for 2014-2015**

School District 128 announces the destruction of Special Education records from 2007-2008 inclusive, and Special Education program records from 2009-2010 inclusive on or after December 15, 2014.

Parents should be aware of the following rules of keeping and destroying students' records.

District 128 maintains permanent and temporary records for all students enrolled in school. Permanent records contain basic identifying information such as the student's name, address, academic transcript and records of attendance, health, release of permanent information and awards/honors. These records are kept for 60 years after graduation or permanent withdrawal from the District. A student's temporary record includes family background, test scores, psychological evaluation, special education files, teacher anecdotal records and disciplinary information. The temporary records, except the special education records, are destroyed on an annual basis after the students have graduated or transferred. Parents/Guardians have the right to inspect and copy any and all information in the student record, challenge the contents of the records, receive copies of records proposed to be destroyed and inspect and challenge information proposed to be transferred to another school district.