



NOTIFICATION OF RECORDS DESTRUCTION

Evanston/Skokie School District 65
1500 McDaniel, Evanston, IL 60201
847.859.8065 Fax: 847.328.7459

- Bessie Rhodes Magnet
3701 Davis Street
Skokie, IL 60076
- Chute Middle School
1400 Oakton St.
Evanston, IL 60202
- Dawes Elementary
440 Dodge Ave.
Evanston, IL 60202
- Dewey Elementary
1551 Wesley Ave.
Evanston, IL 60201
- Haven Middle School
2417 Prairie Ave.
Evanston, IL 60201
- JEH Education Center
1500 McDaniel Ave.
Evanston, IL 60201
- Kingsley Elementary
2300 Green Bay
Evanston, IL 60201
- Lincoln Elementary
910 Forest Ave.
Evanston, IL 60202
- Lincolnwood Elementary
2600 Colfax
Evanston, IL 60201
- MLK Jr. Magnet
2424 Lake St.
Evanston, IL 60201
- Nichols Middle School
800 Greenleaf St.
Evanston, IL 60202
- Oakton Elementary
436 Ridge Ave.
Evanston, IL 60202
- Orrington Elementary
2636 Orrington Ave.
Evanston, IL 60201
- Park School
828 Main St.
Evanston, IL 60202
- Rice School
826 Ridge Ave.
Evanston, IL 60201
- Walker Elementary
3601 Church St.
Evanston, IL 60203
- Washington Elementary
914 Ashland Ave.
Evanston, IL 60202
- Willard Elementary
2700 Hurd Ave.
Evanston, IL 60201

Student's Name: _____

I have received notification outlining my rights as a parent/guardian under the Illinois School Student Records Act [105 ILCS 10].

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1006&ChapterID=17>

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date of Notification: ___/___/___

Records Custodian: _____

Temporary Records Destruction Date: ___/___/___

Permanent Records Destruction Date: ___/___/___

*****Temporary records are destroyed 5 years from the student's last day of attendance*****

*****Permanent records are destroyed 60 years from the student's last day of attendance*****

TEMPORARY RECORDS

Custody Documents/Court Orders
DCFS Reports
Home Language Surveys/Bilingual Records
Ethnicity Surveys
Health History Documents
Special Education Files
Assessments (i.e. PARCC, MAP, etc)
Parent Communication

PERMANENT RECORDS

Registration Materials
Transcripts
Health Forms
Report Cards/Progress Reports
Withdrawal Documents
Attendance Reports
Diplomas
Awards or Participation
Acknowledgments

Give a copy to parent/guardian and place a copy in the student's permanent record.