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Student Records Disposal
10/17/2025

In Illinois, no public record may be disposed of without the approval of the State of Illinois Records Commission. This includes temporary student records. Queen Bee School District filed a Records Disposal Certificate with the local records commission in Springfield, Illinois and the certificate was approved in September of 2025.

The district will be destroying student temporary records which may include any of the following:

- Grade books
- Attendance records
- Lesson plans
- Intelligence and aptitude test scores
- Extracurricular activity records
- Teacher notes
- Disciplinary information
- Special education files
- Elementary state assessment test scores

This document destruction will occur on November 24th and November 25, 2025. If you have any questions or would like further information, please contact Janet De Santiago at jdesantiago@queenbee16.org.