Student Records Maintenance and Destruction

District 103 maintains student records in two categories: **permanent records** and **temporary records**. The retention and destruction of these records are governed by the Illinois School Student Records Act (ISSRA) and applicable Illinois State Board of Education regulations.

Permanent Student Records

Permanent student records are maintained for **sixty (60) years** after a student graduates, transfers, or otherwise permanently withdraws from District 103.

The permanent record includes:

- Basic identifying information, including the student's name, address, birth date, and parent/guardian names and addresses;
- Academic transcript information, including grades, grade level, and other required academic information;
- Attendance records;
- Health records, including required health examination and immunization documentation;
- A record of any release of permanent student record information; and
- Other information required or authorized by Illinois law.

Temporary Student Records

Temporary student records are maintained for **five (5) years** after a student graduates, transfers, or otherwise permanently withdraws from District 103.

The temporary record may include:

- Special education records, including IEPs, evaluations, social developmental studies, psychological assessments, related-service evaluations and reports, and other special education documentation;
- Records associated with Section 504 Plans;
- Scores from State assessments administered in kindergarten through Grade 8;
- Teacher evaluations, anecdotal records, and progress-monitoring information;
- Disciplinary information, including information regarding serious disciplinary infractions resulting in suspension, expulsion, or other school consequences;

- Family background information and completed home language surveys;
- Information regarding participation in extracurricular activities, honors, and awards when maintained as part of the temporary record;
- Health-related information not otherwise maintained as part of the permanent health record;
- Information provided pursuant to the Abused and Neglected Child Reporting Act;
- Relevant information received from non-educational persons, agencies, or organizations; and
- A record of any release of temporary student record information.

Notice of Student Records Retention and Destruction

In accordance with the Illinois School Student Records Act and applicable Illinois State Board of Education regulations, District 103 maintains temporary student records for five (5) years and permanent student records for sixty (60) years after a student transfers, graduates, or otherwise permanently withdraws from the District.

For students who complete Grade 8 in District 103 and matriculate or transfer to high school, the applicable retention periods begin following the student's transfer from District 103. **District 103 has established July 1 as the scheduled destruction date following the applicable retention period.** The schedule below identifies the scheduled destruction dates for the temporary and permanent records of each 8th grade class.

Parents/guardians, or students who are 18 years of age or older, may request copies of student records at any time before the applicable scheduled destruction date by contacting the **Director of Student Services at 847-295-4030**.

D103 Student Records Retention and Destruction Schedule can be found here.

Transfer of Student Records

Parents/guardians should notify the building principal in advance when a student will be transferring to another school so that the student's records can be prepared for transfer.

In accordance with the Illinois School Student Records Act and applicable regulations, District 103 will transfer a certified copy of the student's permanent and temporary records to another school in which the student has enrolled or intends to enroll upon request from the official records custodian of the receiving school.

Before transferring or moving to another school, parents/guardians are welcome to review and/or request copies of their child's student records.