



CCSD93

Maximizing the academic, social & emotional potential of each student

Notice of Destruction of Student Temporary Record

May 2021

Dear Parents:

Please be advised that at the completion of 8th grade (June 2016), copies of all records maintained on your student (his/her “permanent record” * and “temporary record” **) were sent to Glenbard North High School.

School District 93 kept copies of all records sent to the High School, as follows:

School District 93 retains student **permanent records** for not less than 60 years after the student transfers, graduates, or otherwise withdraws from District 93. Each student’s permanent record will be destroyed by the District immediately after the end of the not less than 60-year period, in late June 2076 (typically between June 15 and June 30).

School District 93 retains student **temporary records** for not less than 5 years after the student transfers, graduates, or otherwise withdraws from District 93. Each student’s temporary record will be destroyed by the District immediately after the end of the not less than 5-year period (typically in June).

The student or guardian (if student has not reached legal age) may request copies of student’s permanent and temporary records anytime before the destruction of these records. There is no fee for obtaining these records prior to their destruction.

This notice is intended to confirm that your child’s temporary record will be destroyed on or after June 18, 2021. At any time **prior** to the destruction of the records, parents/guardians have the right to request a copy of the records and/or the information contained therein.

If you would like to obtain your child’s student records, prior to destruction, please contact the Records Custodian, Debbie Mock, at 630/539-3158. Records must be picked up at the District office and identification will be required to release the records.

DUE TO CDC GUIDELINES, YOU MUST WEAR A MASK WHEN ENTERING THE DISTRICT OFFICE AND MAINTAIN SOCIAL DISTANCING.

Sincerely,

Dr. Crysta A Morrissey
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David H. Hill, Ed.D.
Superintendent of Schools

Early Childhood Center

Carol Stream School

Cloverdale School

Elsie Johnson School

Heritage Lakes School

Roy DeShane School

Western Trails School

Jay Stream Middle School

Stratford Middle School

* The “student permanent record” consists of basic identifying information (including the student’s name and address, birth date and place, and gender, class rank, graduation date, grade level achieved, and Student Information System identifier), attendance records, accident reports and health records, and a record of release of permanent record information. The student permanent record may also consist of honors and awards received, and information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

** The “student temporary record” consists of all information not required to be in the student permanent record and includes a record of release of temporary record information, scores received on State assessment tests, home language survey form, information regarding serious infractions, information provided under Section 8.6 of the Abused and Neglected Child Reporting Act, and biometric information (if any). The student temporary record may also consist of family background information, intelligence test scores, aptitude test scores, reports of psychological evaluations, achievement level test results, participation in extracurricular activities (including any offices held in school-sponsored clubs or organizations), honors and awards received, teacher anecdotal records, other disciplinary information, special education files, any verified reports or information from non-educational persons or organizations, and other verified information of clear relevance to the education of the student.