**NOTIFICATION OF STUDENT RECORDS DESTRUCTION SCHEDULE**

This notice contains the destruction schedule for school student records maintained by Community Consolidated School District No. 64 (“District”) pursuant to the Illinois *School Student Records Act* (“ISSRA”) and its implementing regulations. 105 ILCS 10/4(h); 23 Ill. Admin. Code 375.40(c).

For parents/guardians of students, as well as those students, who have permanently withdrawn, transferred, or graduated from the District between the following years: 1956-1961 and 2012-2016, you are notified of the schedule below for destruction of the school records. This schedule complies with ISSRA requirements that:

1. Temporary records be retained for at least five years after a student’s transfer, withdrawal, or graduation; and
2. Permanent records be retained for at least 60 years after a student’s transfer, withdrawal, or graduation.

105 ILCS 10/4(e)-(f).

Parents/guardians, or students who are 18 years of age at the time of the request, may request a copy of the student’s records at any time prior to their destruction as listed below. Please contact the District’s official records custodian, Dr. Lea Anne Frost, at lfrost@d64.org or 847-318-4300, if you would like a copy of the student’s records or have any questions.

Temporary records for students who permanently withdrew, transferred, or graduated from the District between 2012-2016 will be destroyed on or after: **October 7, 2021**.

Permanent records for students who permanently withdrew, transferred, or graduated from the District between 1956-1961 will be destroyed on or after: **October 7, 2021**.

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