



JAY STREAM MIDDLE SCHOOL
STUDENT RECORDS TRANSFER AND RETENTION OF STUDENT FILES

May, 2010

Dear Parents of 8th Graders:

Please be advised that at the completion of the 8th grade year, all original records maintained on your student (his/her "permanent record" and "temporary record*") will be sent to Glenbard North High School. At any time, you may inspect and copy those records, and/or challenge their contents in accordance with Board Policy 735. If you would like to inspect, copy, or challenge the records, please contact Jay Stream Middle School.

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

School District 93 retains student **permanent records** for 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 60-year period, in late June (between June 15 and June 30).

School District 93 retains student **temporary records** for 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 5-year period, in late June (between June 15 and June 30).

At any time prior to the destruction of the records, parents/guardians have the right to request a copy the records and/or the information contained therein.

If you have any questions regarding your child's student records, please contact the Records Custodian, Mr. Pete LaChance, at 630-462-8940.

Sincerely,

Peter F. LaChance
Principal of Jay Stream Middle School

* The "student permanent record" consists of basic identifying information (including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents), the student's academic transcript (including grades, 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.

**Community Consolidated
School District 93**

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William R. Shields, Ed.D.
Superintendent of Schools

Carol Stream School
Cloverdale School
Elsie Johnson School
Heritage Lakes School
Roy DeShane School
Western Trails School
Jay Stream Middle School
Stratford Middle School