

**Round Lake Senior High School**

**Round Lake, IL 60073**

**NOTICE REGARDING YOUR SCHOOL RECORDS**

Your student's record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the District.

The District maintains two types of school records for each student: a permanent record and a temporary record. The District will maintain the student's temporary record for at least 5 years and the permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has the rights of the parent(s)/guardian(s).

Upon a student's graduation, transfer, or permanent withdrawal, the Building Principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary records are scheduled to be destroyed and of their right to request a copy. Before any school record is destroyed or information deleted the parent/guardian must be given a reasonable prior notice at his or her last known address and an opportunity to copy the record and information proposed to be destroyed or deleted.

Prior to the destruction, deletion, or release of any records, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. If the release relates to more than 25 students, a notice published in the newspaper is sufficient.

Legal ref. 20 u.s.c. 1232 (gxj)