

Notice of Student Record Retention and Disposal

Illinois law requires the Board of Education of the City of Chicago to maintain student educational records, which include both “permanent records” and “temporary records” for specified periods of time. Once the retention period for each type of student educational record has passed, the Board is no longer required to maintain the records.

A student’s permanent record contains the student’s name, date of birth, address, grade level, grades, parent(s) name(s) and address(es), attendance records, and other minimal personal information necessary for use by the school or mandated by the Illinois State Board of Education. The student’s temporary records include all information not contained in the permanent record.

According to Board policy, for Chicago Public Schools, the Student Permanent Record consists of the Registration Card, Transcript, and Student Health Folder. The Student Temporary Record consists of the Student Cumulative (or Temporary) Folder (including, but not limited to, the Student Cumulative Record Card, information regarding serious disciplinary infractions, and State assessment test scores) and the Special Education Folder.

The Board has determined that retention of student records based on the students’ dates of birth is the most practical and feasible operating method to comply with the five-year State of Illinois retention requirement for student temporary records. According to Board policy, the retention periods for student temporary records are as follows:

- The Student Cumulative (or Temporary) Folder for elementary school students shall be kept until the student is 21 years old.
- The Student Cumulative (or Temporary) Folder for high school students shall be kept until the student is 27 years old.
- The Special Education Student Folder shall be kept until the student is 27 years old.

In accordance with Illinois law, the Board is currently retaining permanent student records for at least sixty years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

The Board will follow the above retention schedule and will destroy these student records in the natural course of business when the records are eligible for disposal. All rights to student educational records transfer solely to the student once the student has reached the age of eighteen, graduated from secondary school, married, or entered into military service, unless the parent or the Illinois Department of Children and Family Services continues as the student’s guardian beyond the age of eighteen. To review student records after the student has transferred, graduated or withdrawn from school, parents and students may contact the student’s former school or Student Records Services (773-535-7722).

For more information regarding student record retention and maintenance, please review the Board’s policy on “Guidelines for Maintenance of Student Records.” For a copy of the policy, log on to www.policy.cps.k12.il.us/documents/706.1.pdf or write to the Board Secretary, Board of Education of the City of Chicago, 125 S. Clark St., Suite 600, Chicago, IL 60603.