# Student Temporary Record Destruction

In accordance with the Student School Records Act, student temporary records must be destroyed five years after a student has graduated, transferred, or withdrawn from the school. You have the right to obtain the file prior to being destroyed. These files may include registration paperwork, standardized test scores, etc. These files DO NOT contain transcripts or proof of enrollment.

**You MUST schedule an appointment to pick up your file.**

Please email the District 113 Registrar at kschaffner@dist113.org to schedule an appointment or if you have any questions.

If someone other than the student will pick up the file, the person must bring an ID and a signed release from the student.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Class of \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (student’s printed name)

authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to pick

 (print name of person picking up file)

up my student temporary file from Township High School District 113.

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Student Signature

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email or phone number

\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date