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Mr. Robert Gold, Superintendent

**Big Hollow District Office**  
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Fax 847-740-9172

**Big Hollow Primary School (EC-1)**  
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**Big Hollow Elementary (2-4)**  
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**Big Hollow Middle School (5-8)**  
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## Public Notice Regarding Destruction of Records

June 18, 2020

Notice is hereby given that Big Hollow School District #38 intends to destroy the following records:

- Special Education temporary records 2013-2014
- Truancy records 2013-2014
- Student disciplinary records 2011-2012
- Student achievement test scores 2014-2015

In accordance with the Illinois School Students Records Act and the Federal Family Educational Rights and Policy Act, temporary records for all students are maintained for five years after the student exits the school district. A permanent record of the student's name, address, phone number, grades, attendance record and year completed is maintained for 60 years after the student has been withdrawn.

The purpose of destruction is to protect the student from improper and unauthorized disclosure of the confidential information contained within the file.

Any parent/guardian of a student under the age of 18, or former student who has reached 18 years of age, may review and/or receive records by contacting Jen Truss, Business Office Assistant by phone at (847) 740-1490 ext. 5046, by fax at (847) 740-9172, by email at [jennifertruss@bighollow.us](mailto:jennifertruss@bighollow.us) or written request to 26051 W. Nippersink Rd. Ingleside, IL 60041. A records release form will need to be completed. All requests must be made and received by July 1, 2020.

If no student, parent or guardian responds to this public notice, the school district will assume consent to destroy the records.

Robert B. Gold, Superintendent  
Big Hollow School District #38