



# Oak Park Elementary School District 97

260 Madison ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3014 ▪ [www.op97.org](http://www.op97.org)

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## Public notice regarding destruction of special education records

*(Feb. 2019)* -- Notice is hereby given that Oak Park Public Elementary School District 97 intends to destroy the temporary records of all students who exited its special education program either during or prior to the 2013-2014 through April of 2014.

In accordance with federal and state laws, special education records are maintained for five years after the student exits the special education program. A permanent record of the student's name, address, phone number, grades, attendance record and year completed is maintained in perpetuity.

The purpose of destruction is to protect the student from improper and unauthorized disclosure of the confidential information contained within the file. Please note that certain records may be needed by the student, parent or guardian for social security benefits or other purposes.

**Please note that the records for students who transferred to Oak Park-River Forest High School following their successful completion of eighth grade are currently maintained by the high school. District 97 does not possess the originals or any copies of these records.**

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 these records by contacting the Office of Special Education with a fax (708-848-8986), email ([spedrecords@op97.org](mailto:spedrecords@op97.org)) or written request to 260 Madison Street, Oak Park, IL 60302 Attn: Lou Anne Johannesson, by April 1, 2019. **Only written requests will be accepted.**

Records requested will then be available for review beginning April 1, 2019 at 260 Madison Street, Oak Park, IL for 10 days. Destruction of these records will begin on April 11, 2019. According to federal law, parents and guardians lose their right to review or obtain these records when their child (the student) reaches 18 years of age or starts attending a postsecondary institution, whichever occurs first. However, a parent or guardian of a child with a disability who is 18 years of age or older may retain parental rights provided that the child has been determined to be legally incompetent or legally incapacitated.

Upon review, a copy of any information contained in the record will be provided to the parent/guardian or eligible student.

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

If you do not understand this notice or are in need of interpretation, please contact the Office of Special education at 708-524-3030.