



www.bighollow.us

Mr. Robert Gold, Superintendent

Big Hollow District Office

26051 W. Nippersink Rd.
Ingleside, IL 60041
Phone 847-740-1490
Fax 847-740-9172

Big Hollow Primary School (EC-1)

33335 N. Fish Lake Rd.
Ingleside, IL 60041
Phone 847-740-5320
Fax 847-740-3490

Big Hollow Elementary (2-4)

33315 N. Fish Lake Rd.
Ingleside, IL 60041
Phone 847-740-5321
Fax 847-740-3795

Big Hollow Middle School (5-8)

26051 W. Nippersink Rd.
Ingleside, IL 60041
Phone 847-740-5322
Fax 847-740-9021

Public Notice Regarding Destruction of Temporary Special Education Records

July 27, 2018

Notice is hereby given that Big Hollow School District #38 intends to destroy the temporary records of special education students who exited between 2010-2012.

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phone number, grades, attendance record and year completed is maintained for 60 years after the student has been withdrawn.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 these records by contacting the Special Services Secretary, Melissa Morley by phone at (847) 740-1490 ext. 5013, by fax at (847)740-3490, by email at melissamorley@bighollow.us or written request to 33335 N. Fish Lake Rd. Ingleside, IL 60041 by September 1, 2018. A records release form will need to be completed.

If no student, parent or guardian responds to this public notice, the school district will assume consent to destroy the entire temporary record specific to the student on September 18, 2018.

A handwritten signature in cursive script that reads "Robert B. Gold".

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