

Provost and Vice Chancellor for Academic Affairs
School of Education, Health, and Human Behavior
Office of Clinical Experiences, Certification, and Advisement
Formerly Student Services

305.01 Teacher Certification Candidate Notifications (Agency Record Copies)

Dates: 1985-
Volume: 6 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Chronological

This record series consists of notifications to the Illinois State Board of Education that students are scheduled for completion of the certification programs and services that are prerequisites for their formal application for certification.

The original notification is received by the State Board.

The notification list students, last four social security numbers, programs completed, and degrees.

Recommendation: Retain in office for five (5) years after graduation or last date of attendance of the respective student(s), then destroy in a secure manner providing no litigation is pending or anticipated.

Disposition Approved as Amended 08/20/08

305.02 Pre-Student Teaching Clinical Experience Records

Dates: 1979-
Volume: ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical by student

This record series consists of records of pre-clinic observation hours experience for student teachers.

Data includes the student's name, student identification number, semester, major and all courses and hours taken in the field of the student's major.

The purpose of the record is to provide convenience reference to teachers' pre-clinic experience.

Recommendation: Retain in office for five (5) years after graduation or date of last attendance of the respective student(s), then destroy in a secure fashion, providing all audits have

been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 08/20/08

Item# 205.003 cancelled see Application item # 305.003 A of this application

305.03 Student Advisement Files

Dates: 1990-
Volume: 100 Cubic Feet
Annual Accumulation: 10 Cubic Feet
Arrangement: Alphabetical by student

This record series consists of the advisement files for education students working toward teaching certification. Files include copies of student program forms, program for certification forms, transcripts, request for majors, and certification and advisement forms.

Recommendation: Microfilm as generated or processed, then dispose of the hardcopy in a secure fashion. Retain all record series microforms for fifty (50) years lapsed from the date of generation, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 08/20/08

305.03A Student Advisement Files (Originals)

Dates: 1990-
Volume: 100 Cubic Feet
Annual Accumulation: 10 Cubic Feet
Arrangement: Alphabetical by student

This record series consists of the advisement files for education students working toward teaching certification. The files include copies of student program forms, program for certification forms, transcripts, requests for majors, and certification and advisement forms. A student's pre-certification "blue packet" is included in the record series item. The "blue packet" includes student teaching credentials for (blue), eligibility authorization form (green), graduation checks, program and endorsement sheets, any correspondence with students, log sheets, criminal conviction forms, test results (basic skills, subject matter, APT), placement letters, evaluation other advisors, student teaching evaluations, most recent copies of transcripts, clock hours, other program applications, and TB test results.

This item supersedes item 305.003 of State Records Application 07-09 in order to reduce the retention period from fifty (50) years to five (5) years, eliminate microfilming and revise the record series description per agency request.

Recommendation: Retain in the office for five (5) years after graduation or date of last attendance, then destroy in a secure

ner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 09/21/11

305.04 Student Teaching Records (Originals)

Dates: 1989-
Volume: 44 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Alphabetical by student

This record series consists of records of students who have completed the teacher education programs and their student teaching requirements. The file information includes the student's name, social security number, major, degree, clock hour verification, student teaching assignment, cooperating teacher information and student term's entitlement notification that is sent to the Illinois State Board of Education.

Recommendation: Retain in office for fifty (50) years after graduation or date of last attendance, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 09/21/11

305.05 Cooperating Teacher Scholarship Tuition Waivers

Dates: 2000-
Volume: 1 Cubic Foot
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of tuition waivers for cooperating teachers who were assigned SIU-E students in the teacher education program. The waiver includes the name of person using the waiver, course number, course title, semester, SIU-E student identification number, social security number, school district name and number, certificate type and number, date, and district administrator approval.

Recommendation: Retain in the office for two (2) years after expiration date of the tuition waiver or completion of the course work covered by the tuition waiver whichever is later, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 06/19/13