



OTTAWA TOWNSHIP HIGH SCHOOL
DISTRICT 140

211 East Main Street, Ottawa, IL 61350
(815)433-1323 • Fax (815)433-1338 • www.ottawahigh.com

Dr. Michael Cushing, Superintendent
Patrick Leonard, Principal
Jeff DeWalt, Assistant Principal
Janet Pearson, Chief Financial Officer
Dawn Roalson, Director of Special Needs
John Alexander, Dean of Students
Dr. Kristin Heredia, Dean of Students
Dan Le, Instructional Coach

Schedule for destroying temporary student files

DATE	CLASS
7/2018	2010
7/2019	2011
7/2020	2012
7/2021	2013
7/2022	2014
7/2023	2015
7/2024	2016
7/2025	2017
7/2026	2018
7/2027	2019

Student temporary files must be kept for seven years past the graduating year of the student. Information will be on our website and in the local newspaper regarding destroying of a student's temporary file for a given year. Past students will be given the opportunity to take the temporary file before it is destroyed.

Student transcripts and immunizations/physical must be maintained by the school for 70 years.

Marla Phillips
Registrar
Ottawa Township High School
mphillips@ottawahigh.com