Record Group 10: Principal

- Joe Meyer, 1986-1987
- John Court, 1987-1993
- Dr. Gregg Sinner, 1994-1999
- Diana Sharp, 2012-2013
- Branson Lawrence, 2013-2015
- Marie Dahleh, 2015-2017
- Dr. Robert Hernandez, 2017-2020 Publications and Research

The collection here is organized as follows

0. Introduction to the collection. A short narrative will briefly describe the organization and content of the named collection. Everything is filed in chronological order with the oldest first.

   Principal’s Office

   Publications and Research

1. Materials on Individual Principals: Items 1-24

2. Materials concerning the Principal’s Office, School Schedules, Reports, and John Court materials: Items 1-25


5. Facilities Usage and other Various Documents from 1988-1996: Items 1-14

6. Materials containing course offerings and EXCEL: Items 1-7

   Course Catalogues

   Intersession Catalogues

   Student Research

ANNEX: Intel Science Talent Search Banner, Illinois International Career Academy Banner

Record Group 11: Admissions

1/29/2020 ***Italicized boxes can be found in annex.***
The collection here is organized as follows

0. Introduction to the collection. A short narrative will briefly describe the organization and content of the named collection. Everything is filed in chronological order with the oldest first.

   **Office of Admissions**

1. Materials containing Excel memos, Applications for Admission, E.I.P. (Early Involvement Program) correspondence, VIP Days correspondence, and Admission Brochures from the years 1988-2003: Items 1-33

2. Materials containing assorted files concerning Admissions, VIP Day, SEAMS, EXCEL, and “IMSA’s PROMISE” Pre-Admission Programs from the years 2000-2010: Items 1-23

   **PROMISE Program**

   “The Creation and Evolution of the PROMISE and EXCEL Programs”

3. [Vacant]

4. IMSA Informational Packet from 2015: Items 1-3

   **Digital Viewbook**

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**Record Group 12: College and Academic Counseling (CAC)**
The collection here is organized as follows

0. Introduction to the collection. A short narrative will briefly describe the organization and content of the named collection. Everything is filed in chronological order with the oldest first.

   College and Academic Counseling

1. Materials containing Teacher Recognition and Principal’s Leadership Award from the years 1987-2008: Items 1-4

2. Materials containing college admission, application processes, career exploration, conference materials, and other related correspondence from the years 1989-2014: Items 1-11

   IMSA Profile Reports

   How to College: A Counselor’s Advice for Essays and Admissions Process

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Record Group 13: Student Life (Originally Student Services)

The collection here is organized as follows

1/29/2020

***Italicized boxes can be found in annex.***
0. Introduction to the collection. A short narrative will briefly describe the organization and content of the named collection. Everything is filed in chronological order with the oldest first.

Student and Residential Life

Staff Publications and Research

1. Parent-Student Directories and other Various Documents from the years 1986-2001: Items 1-35

2. Materials containing Student Services Handbooks, IMSA Vehicle Operation Manuals, Community Service materials, LEAD materials, Planner/Handbook, Academic & Residential Programs, and other various materials from the years 1996-2008: Items 1-16

LEAD

CORE


5. Materials containing materials from the 1504-Awing Collection including 04-A Decorations, Newsletters, flyers and sign-up sheet, and Cards and Thank-you notes to Steve and MaryAnn Zant: Items 1-4

6. Materials containing the Canady Collections from Mark and Amy Canady from 1997: Items 1


Record Group 14: Office of Institutional Research (OIR)

The collection here is organized as follows
0. Introduction to the collection. A short narrative will briefly describe the organization and content of the named collection. Everything is filed in chronological order with the oldest first.

Office of Institutional Research

1. Materials containing the State of Learning Report, Life at IMSA, Memo from President Max McGee, and Data Request forms from the years 2006-2008: Items 1-5

Impact Reports

2. Materials containing various research projects and studies from the years 1983-2006: Items 1-20

Publications and Research

Record Group 15: Planning

The collection here is organized as follows

1/29/2020

***Italicized boxes can be found in annex.***
0. Introduction to the collection. A short narrative will briefly describe the organization and content of the named collection. Everything is filed in chronological order with the oldest first unless otherwise noted.

1. Materials containing strategic planning overviews from the years 1989-1995: Items 1-7


3. Materials containing annual updates and action plans from the years 1992-2012: Items 1-9

4. Materials containing strategic plans and action plans from the years 1989-1995: Items 1-25

5. Materials containing strategic plans and supplemental materials from the years 1989-1997: Items 1-22

Record Group 16: Outreach

The collection here is organized as follows
0. Introduction to the collection. A short narrative will briefly describe the organization and content of the named collection. Everything is filed in chronological order with the oldest first unless otherwise noted.

1. Materials concerning the Excellence program, the Center correspondence, CIF materials, International Career Academy materials, PFS correspondence, and other related materials from the years 1993-2012: Items 1-28

   Professional Field Services

2. Problem-Based Learning and Summer Programs: 1-23

   Problem-Based Learning Brochure

3. Great Minds Lecture materials: Items 1-7

   Great Minds Lectures

4. IMSA Professional Development Model from 2001: Items 1

5. IMPACT II from the years 1990-1997: Items 1-8

6. IMSA Leadership Conference from the years 1989-1994: Items 1-6


8. Materials concerning travel information, student lists, Visa Applications, Russian Exchange, Russian Exchange photos, and other related materials from the years 1987-2000: Items 1-29


   Professional Learning Day Photos

10. ANNEX (unprocessed materials)

11. ANNEX (unprocessed materials)

12. ANNEX (unprocessed materials)

13. ANNEX (unprocessed materials)

**Record Group 17: Advancement**

The collection here is organized as follows
0. Introduction to the collection. A short narrative will briefly describe the organization and content of the named collection. Everything is filed in chronological order with the oldest first unless otherwise noted.

1. Decade Report, Annual Reports, IMSA Fund, and other related materials from the years 1987-2006: Items 1-12
   - IMSA Fund Reports

2. 5th and 10th Anniversary items from 1990-1999 Items 1-18

3. 15th and 20th Anniversary items from 2000-2009: Items 1-26
   - IMSA20: Bold Ideas

4. 25th and 30th Anniversary items from 2010-2019: Items 1-14
   - Anniversary Photos

Record Group 18: Security/Reception

The collection here is organized as follows
0. Introduction to the collection. A short narrative will briefly describe the organization and content of the named collection. Everything is filed in chronological order with the oldest first unless otherwise noted.

**Security Publications**

11. Materials from Security collected by Jeff Davis including pins, keychains, bracelets, security magnet, calendars, and other related materials: Items 1-5

**Record Group 19: Information and Technology Service (ITS)**

The collection here is organized as follows
0. Introduction to the collection. A short narrative will briefly describe the organization and content of the named collection. Everything is filed in chronological order with the oldest first unless otherwise noted.

1. Materials concerning ITS, Phone Lists, Communications, and other related items from the years 1988-2010: Items 1-14

   ITS Materials

   Publications & Research

Record Group 20: Instructional Technology and Media Services (ITMS)

The collection here is organized as follows
0. Introduction to the collection. A short narrative will briefly describe the organization and content of the named collection. Everything is filed in chronological order with the oldest first unless otherwise noted.

1. Materials concerning curriculum, “The Looking Game,” and items depicting change in the department: Items 1-4

   ITMS
   Student Work
   Faces of IMSA

Record Group 21: Information Resource Center (IRC)

The collection here is organized as follows
0. Introduction to the collection. A short narrative will briefly describe the organization and content of the named collection. Everything is filed in chronological order with the oldest first unless otherwise noted.

IRC

IRC Fact Sheet

1. Furnas materials, IRC services, and Thompson Leadership materials: Items 1-10

2. ANNEX: Materials for Developing Freedom of Access to Information Policy

3. Bookends, Handouts, Webworks, Dedication, Awards, READ, Evening Study, Events and other related materials: Items 1-31

   Family Reading Night

   READ Posters

4. ANNEX: IRC Banners: Graduates, Reunions, Displays: Flat File Drawer 9

5. Jean Bigger, Angela Richardson, Digital Commons, Tutorials, Intersessions, and IRC Expansion: Items 1-8

   Faces of IMSA

   Archives and Special Collections