

## Record Group 10: Principal

- Joe Meyer, 1986-1987
- John Court, 1987-1993
- Harold Burshtan, 1993-1994
- Dr. Gregg Sinner, 1994-1999
- Eric McLaren, 1999-2012 (Asst. Principal Hector Munoz, 2005-2006)  
[Dissertation](#)
- 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
3. Materials containing daily bulletins from 1986-1989: Items 1-6
4. Materials containing daily bulletins from 1990-1995: Items 1-5
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

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](#)

**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](#)

### **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

3. Materials containing the Deb Guffy materials from 1989-1998: Items 1-6
4. Materials containing Residential Life correspondence, 2000 Holographic Planner, Wing Newsletters, and various Residential Life Activities from the years 1986-2002: Items 1-11
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
7. Materials containing the Parent-Student Handbook, MIC memos, and Staff Handbook from 1986-2009: Items 1-20
8. *Annex: Quilt done by Students circa 1994-1996*
9. Materials containing the Parent-Student Handbook from 2001-2014: Items 1-17

### **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

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
2. Materials containing IMSA overview, financials, and strategic planning overviews from the years 1992-2007: Items 1-28
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
7. Plan for Outreach, Action Plans, Interdisciplinary Curriculum, Scientific Literacy Conference, and other related materials from the years 1987-2006: Items 1-13
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
9. Materials concerning various IMSA partnerships and Professional Learning Day from the years 2009-2015: Items 1-5

[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. 5<sup>th</sup> and 10<sup>th</sup> Anniversary items from 1990-1999 Items 1-18
3. 15<sup>th</sup> and 20<sup>th</sup> Anniversary items from 2000-2009: Items 1-26

[IMSA20: Bold Ideas](#)

4. 25<sup>th</sup> and 30<sup>th</sup> 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

1. Guest books from front desk transmitted by Mary Rogers and Rosemary Forni 1987-1990.
2. Guest books from front desk transmitted by Rosemary Forni from 1990-1993.
3. Guest books from front desk transmitted by Rosemary Forni from 1993-1995.
4. Guest books from front desk transmitted by Rosemary Forni from 1995-1999.
5. Guest books from front desk transmitted by Rosemary Forni from 1999-2002.
6. Guest books from front desk transmitted by Rosemary Forni from 2002-2003.
7. Guest books from front desk transmitted by Rosemary Forni from 2003-2005.
8. Guest books from front desk transmitted by Rosemary Forni from 2005-2007.
9. Guest books from front desk transmitted by Rosemary Forni from 2007.
10. Visitor Logs, Campus Maps, Emergency Resources, and other related materials from 1996-2003:  
Items 1-20
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](#)