

Student Records

Retention & Destruction

Mandatory Permanent <i>(Maintain Permanently)</i> Class 1	Mandatory Interim <i>(Maintain 3 years after usefulness ceases)</i> Class 2	Permitted <i>(Maintain 6 months after usefulness ceases)</i> Class 3
<p>The following Permanent Records shall be kept indefinitely:</p> <ol style="list-style-type: none"> 1. Legal name of student 2. Date and place of birth, and method of verifying birth date. 3. Gender of student 4. Name and address of parent/guardian of minor student. <ol style="list-style-type: none"> a. Address of minor student if different from the above. b. Annual verification of parent/guardian's name and address and student's residence. 5. Entrance and departure date of each school year and for any summer session or other extra session. 6. Subjects taken during each year, half-year, summer session or quarter, and marks or credits given. 7. Verification of or exemption from required immunizations. 8. Date of high school graduation or equivalent. 	<p>Unless forwarded to another district, Interim Records shall be maintained subject to destruction during the third school year following a determination that their usefulness has ceased or the student has left the district. These records include:</p> <ol style="list-style-type: none"> 1. Expulsion orders and the causes therefor 2. A log identifying persons or agencies who request or receive information from the record. 3. Health information, including Child Health and Disability Prevention Program verification or waiver. 4. Information on participation in Special Education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge. 5. Language training records. 6. Progress slips/notices required by Ed. Code 49066 & 49067. 7. Parental restrictions/stipulations Regarding access to directory information. 8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action. 9. Parent/guardian authorization or denial of student participation in specific programs. 10. Results of standardized tests administered within the past three years. 	<p>Permitted Record may be destroyed six months after the student completes or withdraws from the educational program, including:</p> <ol style="list-style-type: none"> 1. Objective counselor/teacher ratings. 2. Standardized test results older than three years. 3. Routine disciplinary data 4. Verified reports of relevant behavioral patterns. 5. Supplementary attendance records

Transfer of Record

(Ed. Code 49068 & 5CCR 438)

<p>Required <i>(keep original or copy)</i> To California Public Schools To Private Schools To Out-of-state Public Schools</p>	<p>Required To California Public Schools (including number of days of suspension & expulsion record) Optional <i>(Section 4891 (j))</i>: To Private Schools To Out-of-state Public Schools</p>	<p>Optional To California Public Schools To Private Schools To Out-of-state Public Schools</p>
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Destruction

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction.

Access

Per *CCR Title 5, Sec. 434* Access to pupil records should be in accordance with *Ed. Code Sec. 49069, 49073-49077. (Reg. 77, No. 39)*

Withholding

In Accordance with *Ed. Code Sec. 48904* - Transfer transcripts excepted