

**DAVIS SHOOL DISTRICT – STUDENT RECORDS – RETENTION SCHEDULE**

<b>STUDENT RECORD</b>	<b>DESCRIPTION</b>	<b>SCHOOLS</b>	<b>PAPER/DIGITAL</b>	<b>DISTRICT</b>	<b>DIGITAL</b>
Student attendance records	These are records of student attendance, absence, and tardiness	Retain until administrative need ends or student graduates; then destroy.	x	Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate.	x
Student history records	These records support the agency’s administrative function to document student attendance. Records include each student’s name, date of birth, parent, date that student entered and exited the school, and the number of days in membership. These records can be used to determine citizenship per the Dream Act. They also have long-term historical value documenting student participation in school systems and residency.			PERMANENT. Retain for 40 years. Transfer to Archives.	x
Student Discipline records	Student misconduct may be the subject of disciplinary action if the conduct disrupts the educational environment, threaten or harm persons or property, or disrupt school activities. Any record or information that is created or used to address student misconduct is included.	Retain until administrative need ends or student graduates and then destroy whichever occurs first.	x	Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate.	x
Suspensions or expulsions (10 or more days). <i>We do not put on transcript. Discipline record is transferred to the new school</i>	In accordance with the Family Educational Rights and Privacy Act of 1974 (20 USC 1232g), not later than 2 years after January 8, 2002, each State receiving Federal funds under this chapter shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.	Retain until student graduates or graduation of cohorts if student did not graduate.	x	Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate.	X These records are electronically retained separate from other discipline records
Student Early Graduation Certificates	These records document the issuance of certificates to students graduating early from high school in accordance with Utah Code 53F-2-501 (1997). This program allows flexibility in high school graduation to appropriately meet individual student's needs. If a student graduates any time following the eleventh-grade year and enters a	Retain until administrative need ends; then destroy.	x		

	Utah post-secondary institution, the district shall receive a reimbursement designated for the public high school from which the student graduated early. The post-secondary institution receives an Early Graduation Centennial Scholarship Certificate signed by the high school principal entitling the early graduate to a partial tuition scholarship following the date of graduation according to the schedule established by, Utah Administrative Code, Rule 277-703-2 (1997). These records include school district; high school name; telephone number; student's name, social security number, address, and telephone number.				
Student Enrollment and Registration	These records capture the necessary information to enroll a student in a particular school and document their course of study. The application process of those seeking to home school or participate in alternative programs is included in this schedule.	Retain records until administrative need end; then destroy.	x	Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate; then destroy.	x
Student Special education records	All students with disabilities, who are between the ages of 3 and 22 and have not graduated from high school with a regular diploma are entitled to a free, appropriate public education. These records document the progress and participation of students or clients enrolled in special education programs. Information includes individualized education program records (IEPs), evaluations, parental information and correspondence, assessments and related records.	Retain records until the January after the student turns 27 years old, then destroy.	x	Retain records until the January after the student turns 27 years old, then destroy.	X
Section 504 student records	These records document the progress and participation of students under Section 504 of the Rehabilitation Act. Records may include 504 plans, manifestation review records, parental information and correspondence, financial assistance, assessment and related records.	Retain records until the January after the student turns 27 years old, then destroy.	X	Retain records until the January after the student turns 27 years old, then destroy.	X
Graduation and Transcripts	Official transcripts document students' graduation from high school and verify classes attended and credits earned. <u>Transcripts should note suspension and expulsions from school.</u> Transcripts of students who did not graduate are included in this	Retain 20 years and then transfer to Archives.	X	Permanent. Retain 40 years and then transfer to Archives.	X

	schedule. Also contains: Name, student ID number, birth date, SSID number, graduation date, cumulative GPA, class rank, class size, test scores, U.S. Government and Citizenship Test, Immunization Type.				
Diplomas	The District does not keep copies of diplomas, diplomas are considered ceremonial documents, not a District record. The high school transcript is the official record of achievement/graduation.	None		None	
Student Medical Log Records	These records are maintained to ensure that students meet mandated health requirements to attend school and to ensure that, as appropriate, medical needs are met during school hours.	Retain until administrative need ends then destroy.	X	Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate; then destroy.	x
Student fee waiver records	These records document the application a receipt of a waiver for the payment of student fees in accordance with UCA 53G-7-504. The application is sent to all students with a statement of fees owed as part of the registration process. They are completed annually. Parents complete the application and submit it to the school. All fees are suspended until the school determines student's eligibility for fee waiver. If waiver is granted, then a fee waiver statement is signed. The records include the application and the fee waiver statement. The application includes the student's name, date, parent's name, reason for waiver, and indication of fees being requested to be waived. The fee statement includes parent's name, address, and telephone number; date; student's name and grade; fees being waived, total fees waived; parent's and administrator's signature. (DO NOT RETAIN PRIVATE RECORDS SUBMITTED TO SUPPORT THE APPLICATION – these records shall be destroyed after fee waiver is granted or denied.	Retain until administrative need ends then destroy.	x	Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate; then destroy.	x
Cumulative Files	These are student cumulative files and may contain immunization records, health screenings, health care plan, legal court documents, documents releasing records to	Retain until student graduates or graduation of cohorts if student did not graduate, provided	x		

	someone other than parent, photo of student.	the transcript has been retained.			
Non-transferred student files (dead files)	These are student cumulative files for students whose records were not transferred but no longer attend this school. They were used to document the student's attendance. They include test scores, immunization record, eye testing, and all pertinent information on the student. These student files are commonly known as "dead files."	Retain until student graduates or graduation of cohorts if student did not graduate, provided the transcript has been retained.	x		
Student Performance and Testing	These records document student performance and educational history. They include test scores, grades, and any other progress or performance measures.	Retain until administrative need ends or student graduates and then destroy, whichever occurs first.	x	Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate; then destroy	x
Student Permission and Passes	These records document parent or guardian consent for their student to participate in an activity or leave school during school hours.	Retain until administrative need ends then destroy.	x		
Student Injury Report	This report is completed by school personnel immediately after a severe student injury and a copy is then submitted to the State Child Injury Prevention Program. An injury is considered severe if it requires the loss of a half day or more of school or warranted medical attention or was required to be reported by district policy. The form includes child's name, parent's name, district name and number, and school name and number; student's sex, birthdate, and grade; accident's date and time; number of days absent; action taken by school and parent; nature of injury; area affected; contributing factors; period; surface; location; activity; equipment; injury description; signature of person making report; title code; and principal's signature. The state's copy is retained for five years.	Retain until administrative need ends then destroy,	x	Retain for 7 years or until litigation is resolved and; then destroy.	x
Student locator cards	This is used to locate students during regular school hours. It contains the student's name, student number, sex, grade, age, birth date, address, home telephone number, guardian's name, business or work telephone number, students' locker number, a	Retain until administrative need ends then destroy.	x		

	description of all classes, room numbers, and teacher's name.				
Student information card	These cards are completed by the parents of each student at the beginning of the school year. They provide basic information on all students and are used for reference purposes. The card includes date, student's name, birthdate, grade, sex, mailing address and telephone number, indication with whom the student lives, name, relationship, and telephone number of person to contact in case of an emergency; physician's name and telephone number, whether the student has any special medical concerns; and a signed statement notifying parent that the school has a closed campus and student cannot be released without custodial parent's written consent.	Retain until administrative need ends then destroy.	x		
Bus transportation rules and regulations	These rules and regulations document parents' receipt and approval of acceptable student behavior on school buses. They are sent home at the beginning of each school year to inform parents of the district policies. One copy is retained on file. They include the rules and regulations, parents' and students' signatures, and date.	Retain until administrative need ends then destroy.	x	Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate; then destroy.	x
Student Bus Information	Student name. School attending. Guardian name and information. Pickup location. To location. Drop off location. Bus number.	Retain until administrative need ends then destroy.	x	Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate; then destroy.	x
Acceptable Use Agreement Digital Acknowledgement	Read and understand the terms and conditions of use which student must follow. Internet services provided by District are filtered and technology use may be monitored. Student may be disciplined for inappropriate or unacceptable use of technology resources. (District)			Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate; then destroy.	x
Bullying and Hazing Digital Acknowledgement	Student and parent acknowledge being given information on District's rules for stopping and reporting bullying, cyber-bullying, or any other hurtful actions on school grounds or through technology. Parents' and students' signatures. (District)			Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate; then destroy.	x

Student Data Collection Notice Digital Acknowledgement	Under Utah law, an education entity that collects and maintains student data is required to inform parents and students about the student data the District collects and how that information will be used, shared, and protected. Electronic document for parent signature (District)			Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate; then destroy.	x
Locker information	Students locker number and combination.	Retain until administrative need ends then destroy.	x	Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate; then destroy.	x
Title I Records	These files document participation in the federally funded Title I program.	Retain until administrative need ends and then destroy.	x	Retain for 7 years; then destroy.	x
<p><b>Student records not on the District schedule shall be retained and dispose of in compliance with the Utah Division of Archives and Record Services' active retention schedule for student records.</b></p> <p><a href="#">Retention Schedule Items</a></p>					