

FREQUENTLY ASKED QUESTIONS (FAQ)
SCHOOL DISTRICTS AND CHARTER SCHOOLS SPECIFIC (K–12) FAQs

Closed Schools – Where Are Their Records?

1. Where do I go if I am looking for Student Records, but the School has closed?

The Arizona Department of Education has guidance on this, located at the following link:
<http://www.azed.gov/studentrecords/>

Please note: The Arizona Department of Education does not store transcripts or records for students in Arizona public or private schools.

Instead, records are stored at the local school and district level and can be requested by contacting the appropriate entity below:

Public Schools (District and Charter)

To obtain transcripts from an Arizona K-12 public school you will need to directly contact that school. You may search for school district/charter school contact information by utilizing our website's Public School Search at www.ade.az.gov/edd.

Please be advised that most high schools are unable to accommodate requests for duplicate diplomas. However, we suggest that you contact the school directly as records retention policies may vary. In many cases schools are able to provide an official copy of your complete transcripts, which includes a date of graduation.

Closed Charter Schools

For closed charter schools you may contact the Arizona State Board for Charter Schools (ASBCS) at (602) 364-3080. ASBCS is the custodian of records for charter schools and can process your request for a transcript. You may also submit a request through the ASBCS website at <https://asbcs.az.gov/>

Private Schools

To obtain a transcript from an Arizona K-12 private school you will need to directly contact that school. If the school has closed, you will need to contact the organization responsible for the administration of the school if possible or reach out to former students, faculty members, or administrators to see if they have additional information on where the records may be stored.

Private and Vocational Colleges

To obtain a transcript from a private or vocational college that is closed or unable to be contacted, please call the Arizona State Board for Private Postsecondary Education at (602) 542-5709. You may also visit their [website](#) for more information.

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Community Colleges and Universities

To request a transcript from an Arizona community college or public university, you will need to reach out to the school directly. You can find their contact information at the following link:

<http://www.azed.gov/resource-center/colleges-universities/>

English Language Learner (ELL) Records

2. What is the retention period for English Language Learner (ELL) Records?

These records fall under records series #32, *All Other Non-Permanent Records*, and have a retention period of “4 years after fiscal year of last attendance”.

Permanent Student Records

3. What are Permanent Student Records?

Any records that have a Permanent retention period are regarded as historical. There are four main types of Student information that are Permanent:

- Immunization Records (Records series #16.)
- Summary of Attendance - for every student for every year (Records series #20)
- Transcript of Final Grades - for every student for every year (Records series #20)
- Standardized Test Scores - for every student for every year (Records series #20)

Retention Schedules, Records Series and Retention

4. I am trying to locate the Retention Schedules for School Districts and Charter Schools. Where are they located?

Here is the link to our General Retention Schedules for School Districts and Charter Schools:

<http://apps.azlibrary.gov/records/general.aspx>

5. Is there a Retention Schedule just for Student Records?

Yes, there is. You will find the Student Records General Retention Schedule located at the following link:

http://apps.azlibrary.gov/records/general_rs/Student%20Records.pdf

6. What do you mean by “last attendance”?

According to the Student Records General Retention Schedule, student records are based upon the student’s presence in either a School District or a Charter School. If the School District is K-8, then the students records are maintained for “4 years after fiscal year of last attendance” **in the School District** (K-8 = 9 years + 4 years for total retention period). If the School District is K-12, then the student records are retained for “4 years after fiscal year of last attendance” **in the School District** (K-12 = 13 years + 4 years for total retention period).

It is up to the School District where the student records are maintained. They may reside at the District Office, or they may get passed up from year to year as they follow the student at the School attended. But, once the student leaves the District or Charter School, then they begin their “4 years after...” retention period.

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Special Education Records

7. Why are we required to report the destruction of Special Education Records?

The retention period for SPED records is “4 years after fiscal year of final enrollment in program. (Parents must be notified prior to destruction of special education records.)

SPED records are the only record series that require parental notification prior to destruction. This notification is a Federal requirement, per 34 CFR § 300.624: Destruction of Information.

8. What is the process for notifying parents prior to destruction of SPED records?

There is no formally approved method for the notification prior to destruction of these records. Here are our best practices for notification of parents:

- Make a Notice to Destroy part of the enrollment process in the program.

It is also recommended you do one of the following:

- Mail out a Notice to Destroy to every parent prior to the destruction
- Advertise in a recognized newspaper
- Place a Notice to Destroy on your website
- Place a Notice to Destroy in your Newsletter

9. Do you have a sample Notice to Destroy statement we can use?

Pursuant to A.R.S. §41-1351 and the General Records Retention Schedule for School Districts and Charter Schools *Student Records* (#000-11-53) established by Arizona State Library, Archives and Public Records (L.A.P.R.), Special Education Records (including placement records, referrals, evaluations, testing data and other related records) will be destroyed “four (4) years after fiscal year of final enrollment.”

(Insert Name of School or District) will destroy all special education records that are older than four years as of (insert date). Before these records are destroyed, parents and / or eligible students have the right to review the records and obtain copies of any information needed. To schedule an appointment, please call (insert contact name and number) prior to (insert date). Destruction will take place (insert date).

10. How long must I wait before destroying SPED records once I notify parents?

We recommend a minimum period of 4 weeks from date of notification before destroying Special Education Records.

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Student Records

11. I am not able to find a retention period for a certain type of Student Record. You do not have this record listed on your Student Records Retention Schedule. What do I do?

Please follow the retention for Records series:

“32. All Other Non-Permanent Student Records...4 years after fiscal year of last attendance.”

This category is the default category to use for any types of Student Records that are not specifically named. If a type of record is not specifically mentioned in one of the other records series, then it will fall under this records series and assume the retention period for these “All Other Non-Permanent” records.

12. Where can I go if I need additional help on Student Records?

Near the end of September 2015, we will have additional *Guidance on Student Records* available at the following link: <http://www.azlibrary.gov/arm/guidelines-standards-and-statutes>

13. Are enrollment forms considered permanent or annual?

Enrollment Records fall under the following:

32. All Other Non-permanent Student Records...4 years after fiscal year of last attendance.

If you have an Annual Enrollment for all students, then you can keep only the most recent Enrollment Record.

14. We complete a medication log for each student that takes meds during the school year. What is the retention period for these records?

Any Student medical records fall under the following records series:

15. Health Records (including basic identifying data, general medical history, medical reports, vision and hearing tests, student accident reports, and other related records but does not include immunization records)... 3 years After fiscal year of last attendance.

15. Attendance logs – we use an auto dialer for our attendance calls which we then print off. What is the retention period for these records?

Attendance Records for individual students fall under:

32. All Other Non-permanent Student Records...**4 years after fiscal year of last attendance**

General Attendance Records that are NOT related to an individual student fall under:

1. Daily Attendance Records (attendance records for the school and not individual student attendance records. This series includes student sign in/ out logs)... 4 after fiscal year created or received.