

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

| STUDENT RECORD DESCRIPTION   | SCHOOLS  | PAPER/DIGITAL | DISTRICT   | DIGITAL  |
|--|--|---------------|--|--|
| <p><b>Student Attendance Records</b><br/>These are records of student attendance, absence, and tardiness.</p>  | Retain until administrative need ends or student graduates; 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  |
| <p><b>Student History Records</b><br/>These records include each student’s name, date of birth, parent, data 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.</p>   | Retain until administrative need ends or student graduates; then destroy, whichever occurs first.  | x             | <b>Permanent.</b> Retain for 40 years. Transfer to Archives  | x  |
| <p><b>Student Discipline Records</b><br/>Student misconduct may be the subject of disciplinary action if the conduct disrupts the educational environment, threatens or harms persons or property, or disrupt school activities. Any record or information that is created or used to address student misconduct is included.</p>  | Retain until administrative need ends or student graduates; 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  |
| <p><b>Suspensions or expulsions of 10 or more days</b> Are not included in transcript. Discipline record is transferred to the new school. In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), 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 agency 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 party-time basis in the school.</p> | Retain until student graduates or graduation of cohorts if student did not graduate; then destroy. | x             | Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate, then destroy. | X<br>These records are electronically retained separate from other discipline records. |
| <p><b>Student Early Graduation Certificate</b><br/>These records document the issuance of certificates to students graduating early from high school in accordance with UCA 53F-2-501. 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 Utah post-secondary institution, the district shall receive a reimbursement designated for the public high school from which</p>   | Retain until administrative need ends; then destroy.   | x             |  |  |

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| <p>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 (2013). These records include school district; high school name; telephone number; student's name, student number, address, and telephone number.</p>  |   |                             |   |  |
| <p><b>Student Enrollment and Registration</b><br/>                     These records capture the necessary information to enroll a student in a particular school and document their attendance and course of study. The application process of those seeking to home school or participate in alternative programs is included in this schedule.</p>   | <p>Retain until administrative need ends; then destroy.</p>                                 | <p align="center">x</p>     | <p>Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate, then destroy.</p> | <p align="center">x</p>                                |
| <p><b>Student Special Education Records</b><br/>                     A student with a disability under the age of 22 who has not graduated from high school with a regular diploma may participate in a public-school program or extracurricular activity (UCA 53G-6-709. 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.</p> | <p>Retain records until the January after the student turns 27 years old, then destroy.</p> | <p align="center">x</p>     | <p>Retain records until the January after the student turns 27 years old, then destroy.</p>                               | <p>These records may be in both paper and digital.</p> |
| <p><b>Student Section 504 Records</b><br/>                     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, assessments and related records.</p>  | <p>Retain records until the January after the student turns 27 years old, then destroy.</p> | <p align="center">x</p>     | <p>Retain records until the January after the student turns 27 years old, then destroy.</p>                               | <p>These records may be in both paper and digital.</p> |
| <p><b>Student Official High School Transcripts</b><br/>                     These records support the District's administrative function to verify the classes attended and credits earned by students, and to document graduation. Records may include students' personal information, class lists, test scores, school attendance, and graduation information. Transcripts of students who did not graduate are included in this schedule.</p>  | <p>Retain 20 years and then transfer to Archives</p>  | <p align="center">Paper</p> | <p><b>Permanent.</b> Retain for 40 years. Transfer to Archives</p>  | <p align="center">x</p>                                |

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| <p><b>Student Diplomas</b><br/>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.</p>   | None   |               | None   |         |
| <p><b>Student Medical Log</b><br/>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.</p>  | 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       |
| <p><b>Student Fee Waiver Application</b><br/>These records document the application and 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 and grade, date, parent's name, reason for waiver; and indication of fees being requested to be waived (fee description and amount). The fee statement includes total fees waived; parent's and administrator's signatures.</p> | Retain until administrative need ends; then destroy. DO NOT RETAIN PRIVATE RECORDS SUBMITTED TO SUPPORT THE APPLICATION. These records shall be destroyed after the fee waiver is granted or denied. | x             | Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate, then destroy. | x       |
| <p><b>Student Cumulative Files</b><br/>These are student cumulative files and may contain, student demographics, student academics and testing, student attendance records, student immunization and health records, student behavior records, contact and emergency information, legal court documents, photo of student.</p>  | Retain until student graduates or graduation of cohorts if student did not graduate, provided the transcript has been retained.  | x             | Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate, then destroy. | x       |
| <p><b>Non-transferred Student Files (dead files)</b><br/>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, health screening, and all pertinent information on the student. These student files are commonly known as "dead files."</p>   | Retain until student graduates or graduation of cohorts if student did not graduate, provided the transcript has been retained.  | x             | Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate, then destroy. | x       |

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| <p><b>Student Withdrawal Records</b><br/>This record includes the student’s name and identification number, birth date, gender, grade, transfer date, name of parent, new address (if known), sending school and school records transferred to.</p>  | Retain for 1 year and then destroy.   |               |  |         |
| <p><b>Student Performance and Testing</b><br/>These records document student performance and educational history. They include test scores, grades, and any other progress or performance measures.</p>  | Retain until administrative need ends or student graduates; 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       |
| <p><b>Student Permission and Passes</b><br/>These records document parent or guardian consent for their student to participate in an activity or leave school during school hours.</p>   | Retain until administrative need ends then destroy.   | x             |  |         |
| <p><b>Student Injury Report</b><br/>This report is completed by school personnel immediately after a severe student injury and a copy is then submitted to the State Division of Family Health Services. 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 student's name, parent's name, district name and number, school name and number, student's sex, birth date, grade, accident's date and time, number of days absent, action taken by school and parent, nature of injury, area affected, contributing factors, location of accident, activity involved, equipment involved, injury description, signature of person making report, title, and principal's signature. The state's copy is retained for five years.</p> | Retain until administrative need ends or student graduates; 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       |
| <p><b>Student Locator Cards</b><br/>This card is used to locate students during regular school hours. It contains the student’s name, student number, sex, grade, birth date, home address and phone number, guardian’s name and contact telephone number, student’s locker number.</p>  | Retain until administrative need ends then destroy.   | x             |  |         |
| <p><b>Student Demographic and Information Card</b><br/>This card is completed by the parents of each student at the beginning of each school year. They provide basic information on</p>   | Retain until administrative need ends then destroy.   | x             |  |         |

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| <p>all students and are used by school personnel to update records each year in the Encore system. The card includes date, student’s name, birthdate, grade, sex, mailing address and telephone number, student race and ethnicity, 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 consent.</p> |  |                         |  |                         |
| <p><b>Video Surveillance Recordings</b><br/>                     Davis School District monitors the behavior of students and staff using video surveillance cameras for the purpose of enhancing school safety and security, and to diminish the potential for personal and District loss or destruction of property. Information obtained through video surveillance may be used for disciplinary investigations, security, or law enforcement purposes.</p>  | <p>Recordings shall be routinely overwritten as storage is full. Records shall not be destroyed if there is an outstanding disciplinary investigation, security, or law enforcement purpose if there is a request to inspect and review a recording until the issue is resolved.</p> | <p align="center">x</p> | <p>Recordings shall be routinely overwritten as storage is full. Records shall not be destroyed if there is an outstanding disciplinary investigation, security, or law enforcement purpose if there is a request to inspect and review a recording until the issue is resolved.</p> | <p align="center">x</p> |
| <p><b>Bus Transportation Rules and Regulations</b><br/>                     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. They include the rules and regulations, parents' and students' signatures, and date.</p>  | <p>Retain until administrative need ends then destroy.</p>   | <p align="center">x</p> | <p>Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate, then destroy.</p>  | <p align="center">x</p> |
| <p><b>Student Bus Information</b><br/>                     This record documents student name, school attending, parent name and information, pickup location, to location, drop-off location, bus number.</p>   | <p>Retain until administrative need ends then destroy.</p>   | <p align="center">x</p> | <p>Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate, then destroy.</p>  | <p align="center">x</p> |
| <p><b>Acceptable Use Agreement</b><br/>                     Student and parent acknowledge conditions of student technology use. Internet services provided by District are filtered</p>   |  |                         | <p>Retain for 7 years after graduation of student or graduation of cohorts if</p>  | <p align="center">x</p> |

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| and technology use may be monitored. Student may be disciplined for inappropriate or unacceptable use of technology (District electronic document for signature of student and parent)  |   |               | student did not graduate, then destroy.  |         |
| <b>Bullying and Hazing Digital Acknowledgement</b><br>Student and parent acknowledge District’s rules for stopping and reporting bullying, cyber-bullying, or any other hurtful actions on school grounds or through technology. Student may be disciplined for bullying and hazing. (District electronic document for signature of student and parent) |   |               | Retain for 7 years after graduation of student or graduation of cohorts if student did not graduate, then destroy. | x       |
| <b>Locker Information</b><br>Student 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       |
| <b>Title I Records</b><br>These files document participation in the federally funded Title I program  | 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       |
| <p align="center"><b>Student records not on the District schedule shall be retained and disposed of in compliance with the Utah Education Records Retention Schedule</b><br/> <a href="#">Retention Schedule</a></p>  |   |               |  |         |