

## **STUDENTS**

### Disposition of Records

The Kennewick School District will use the General Records Retention Schedule and Destruction Authorization as its guidelines. The following shall be the minimum guidelines for student records:

1. Permanent Record (grade transcript)

Retention Period and Disposition:

- Permanent (microfilming allowed)

2. Cumulative Record (student file folder)

Retention Period:

- 2 years after date of graduation or withdrawal from high school, or
- 2 years after withdrawal (or no show) from elementary, middle or junior high, or
- until request by parent or student who is over age 18 to delete as per the FERPA.

Disposition:

- At end of retention period destroy all items except Student Permanent Record.

3. Confidential Reports (standard reports; guidance reports; supplementary reports)

Retention Period:

- 2 years after date of graduation or withdrawal from high school, or
- 2 years after withdrawal or no show from elementary middle school, or
- until requested by parents or student is over 18 years to delete as per FERPA.

Disposition:

- no guidelines noted.

4. Special, Handicapped and Gifted Student Program Files

Administrative Regulation No. 3600.1  
Disposition of Records - Continued

Retention Period:

- 5 years after graduation or withdrawal, or
- 5 years after student turns 21.

Disposition:

- no guidelines noted for Gifted Student Program files
- at end of retention period send all special services files to the special services office.

5. Authorization for Release of Student Records

Retention Period

- 3 years

Disposition

- No guidelines noted

The following shall be the minimum guidelines for Teaching Records:

1. Grade Books

Retention Period

- Elementary: 2 years
- Secondary: 5 years

2. Lesson Plan Books

Retention Period

- All Levels: 1 year

3. Field Trip Authorization

Retention Period

- All Levels: 1 school year

Administrative Regulation No. 3600.1  
Disposition of Records - Continued

The following shall be the minimum guidelines for Health Services:

1. Medication Administration Files

Retention Period:

- Age 18 plus 3 years

2. Certificate of Immunization

Retention Period:

- Until termination of enrollment

3. Health Room Registry

Retention Period:

- 1 year

4. Communicable Disease Report

Retention Period:

- Until summary submitted to local health department

5. Health Screening Reports

Retention Period:

- Until data transferred to pupil health card or folder

6. Pupil Health Card or Folder

Retention Period:

- Until Transferred to student cumulative record or folder

7. Child Abuse Reports

Retention Period:

Administrative Regulation No. 3600.1  
Disposition of Records - Continued

- 6 years (CPS)
- 1 year (school district)

The following shall be the minimum guidelines for Unclaimed Records:

1. Regular Education

- Maintain regular education files at the building.
- File a notification in the regular education file folder IF the special education file was forwarded to the Special Education Department.

2. Special Education

- Special education files are to be sent to the Special Education Department for storage.

Legal References:    [RCW 40.14.070](#)    General Records Retention Schedule and  
                                  [WAC 414-24-050](#)    Destruction