

## Health Records Retention

### 1504 School Nursing Records FY+1

These records document services provided by the school nurse. They may include logs, reports, etc. **These records are kept for the FY plus an additional year.**

### 1402 Doctor's Medical Orders ACT

These orders are signed by the student's physician or parent/guardian to authorize the school to provide medication, services or accommodations to a student while at school. They contain the physician's instructions. New orders are completed at the beginning of the school year or when a change occurs. **ACT = until superseded by a new order, until a doctor determines that it is no longer required, or at the end of the school year, whichever is shorter. These records are active, until a new order, order is discontinued, or the end of the school year**

### 1407 Student Information System ACT

School districts may maintain electronic data about enrolled students. This data may include student and parent names, addresses, birth date, gender, graduation year, grade level, language, race, residency status, student identification number, emergency contact information, immunizations, grades, class schedule, attendance, assessment scores, disciplinary information, bus assignments, etc. Select fields, such as emergency contacts, bus and locker assignments, **medication orders**, class schedules, etc. will be modified as the data changes. Other fields, such as grades and test scores contain cumulative data. **ACT = until graduation, transfer or withdrawal. Refers to electronic data**