

Student Records/Campus Records – Retention Periods (Quick Reference Guide)

Required	Life of Record	Comments
<u>Student Records:</u>		
* Cumulative Record-Grades PK-8	WD + 5 years	Students in grades PK-8 receiving 9-12 course credit Academic Achievement is Permanent
Academic Achievement Record 9-12	Permanent	
Date of Birth documentation	AV	
Custody Documents	Until student is 18 years	
Enrollment/registration forms	WD + 5 years	
Home language surveys	WD + 5 years	
Parental permission records-field trips	After activity + 2 years	If an accident occurs, then extend
Withdrawal/record transfer forms	WD + 5 years	Exempt from destruction request. S/B deleted
* If Student is Migrant	10 years	
Tests (STAAR, etc.) if label affixed to PRC	1 year after affixing label	Exempt from destruction request
Tests (STAAR, etc.) no label, grades 9-12	Permanent	
Tests (STAAR, etc.) no label, grades PK-8	WD + 5 years	
Other tests (reading/math profiles)	WD + 5 years	
Correspondence for State Funded "excused" absences	WD + 5 years	
<u>Attendance:</u>	5 years	
Attendance reports-principal reports, etc.		
Correspondence from parents ref abs	AV	
Correspondence w/ courts ref compulsory	2 years	
Attendance officer's logs ref home visits	2 years	
Transfers between districts	5 years	
<u>Student Health:</u>		
Activity Reports	3 years	Health-related activity not documented in Skyward; Med inventory reports, staff training checklists & principal assignment forms
Correspondence with Parents	2 years	Correspondence to/from parents concerning student health matters
Health Screening Documentation	2 years	Worksheets, Checklists, exam forms
Immunization Records	WD + 2 years	Immunization Affidavit
Physician Referrals	AV & after Skyward entry	Referrals to physicians, including an attached screening worksheet
Enforcement Agency Reports	2 years minimum – retain separately	CPS reports, communicable disease reports, drug offenses, etc.
Special Health Care Records	3 years	Medication Permission forms
<u>Instruction:</u>		
Grade books	1 year after entry in the AAR or CR	
Grade reports - principal's report, ranking, etc.	AV	Exempt
Report cards	1 year after entry in AAR or CR	At PK-8 if no CR, keep WD + 5
<u>Discipline & Counseling:</u>		
Discipline records - regarding expulsion	5 years	
Discipline records - not regarding expulsion	1 year (AV)	
Guidance and counseling - individual files	AV, unless for special program	



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* Law Enforcement Notifications	Destroy at the end of the school year in which notification was issued.	
* Student Drug/Alcohol Test Results (negative results)	1 Year	
* Student Drug/Alcohol Test Results (positive results)	Date of withdrawal, or 5 years, whichever sooner.	Positive Results or Refusal Form.
Special Populations:		
Enrollment lists and rosters	5 years	
* Student records	Cessation of service + 5 years	Prior to destruction of any records. The eligible student or the parents of the students, as applicable, must be notified in accordance with federal regulations. FISD Note: Publication should be in the local newspaper giving 30 days to request records.
Student records, grades 9-12	Permanent if no academic achievement records are among the regular population.	Name, address, ID, SSN, and grades only
* Video Surveillance, Special Ed Settings	3 months	By Law-Texas Education Code, Section 29.022(e) and (e-1).
Other Special Programs		
Bilingual Education		
Student records	Cessation of service + 5 years	
Gifted & Talented		
Student records	Cessation of service + 5 years	
Section 504 Program		
Student records	Cessation of service + 5 years	
Dyslexia Program		
Enrollment lists and rosters	Cessation of service + 5 years	
Student records	Cessation of service + 5 years	
Other		
Impact Aid Survey Forms	5 years if eligible, otherwise AV	
* Visitor Log	3 years	
Federal Impact Aid	5 years	
Civil Rights Data Collection	After submission of data + 5 years	
Appraisal Records – Teachers	Date of Separation +75 years	

AAR - Academic Achievement Record

AV - Administratively Valuable

CR- Cumulative Record

FE- Fiscal year end

WD – Withdrawal Date

DISCLAIMER NOTE: This quick reference was compiled in very general terms from the GR and SD Schedules published by the Texas State Library & Archives Commission (TSLAC). The most recent GR and SD Schedules should be used as the official reference when archiving and/or destroying records.

