

Series	Title	KCS Alt. Name	Retention	Section	KCS Owner 1	Owner 2	Owner 3	NOTES/ ROPOC
L1947	Record of Daily Attendance		20 yr	Attendance	DPP	Attend		
L1948	Teacher's Monthly Attendance Report Change Date 9/11/2023		See Note*	Attendance	DPP			
L1954	Attendance Report for First Two Months- Growth Factor		5 yr	Attendance	Spp			
L1957	Yearly Comparison of Enrollment for Day 10		10 yr	Attendance	Prin	DPP		
L1958	Daily Student Attendance Record - By School - First Ten Day		1 yr	Attendance	Prin	DPP		
L1960	Student Absentee Information File		1 yr	Attendance	Attend	Prin	DPP	
L1961	Prin's Weekly Absentee Report		1 yr	Attendance	Prin	DPP		
L1967	Home/Hospital Program Student Registration Form (V)		1 yr	Attendance	Prin	DPP	Attend	
L1968	Home/Hospital Certification for Enrollment (Application)		1 yr	Attendance	DPP	Prin	Attend	
L1982	Homeroom Teacher Report for Pupil Accounting		1 yr	Attendance	Prin			
L1983	Pupil Attendance Compliance Review		DWS	Attendance	DPP			
L1984	Pupil Accounting Withdrawal/Change Form		2 yr	Attendance	Guidance	DPP		
L1985	Non-Resident Pupil Contract File		5 yr + Aud	Attendance	DPP	Supt		
L1986	Non-Resident Pupils and Transportation Report (First two months)		5 yr + Aud	Attendance	DPP			
L2330	Student Enrollment Information File Change Date: 6/14/2012		DWS + Note*	Attendance	Guidance	Sec/Clerk		
L2334	Student Absentee Permit		1 day	Attendance	Attend	Teacher		
L2335	Student Tardy Permit		1 day	Attendance	Attend	Teacher		
L2382	Student Absentee Appeal		Until Grad.	Attendance	Attend	Prin	DPP	
L2424	Daily Homeroom Attendance Roster		1 yr	Attendance	Prin	DPP		
L2443	Monthly Pupil Attendance Report (Prin's Copy)		1 yr	Attendance	Prin			
L4475	Home/Hospital Program Annual Report		3 yr + aud	Attendance	DPP			
L4496	Request to Attend School out of Attendance District or School District		2 yr	Attendance	DPP			
L5240	Attendance Records File		1 yr	Attendance	DPP			
L5330	Periodic Attendance Reports		3 yr	Attendance	DPP			
L5335	Student Entry and Exit Log		2 yr	Attendance	Attend	Sec/Clerk		
L5337	Student dropout questionnaire (Withdrawals and Transfer Information)		Perm	Attendance	Prin	DPP	Guidance	
L5338	Student Record Release Form		Perm	Attendance	Prin	Guid	Sec/Clerk	
L5345	Principal's Student Attendance File		1 yr	Attendance	Prin			
L5357	Non-Resident Student Application		1 yr	Attendance	Prin	Guid	DPP	
L5374	School Schedule		2 yr	Attendance	Prin	DPP		
L6467	Educational Enhancement Opportunity Request (Student)		1 yr	Attendance	Prin	Attend		
L6468	Verification of College (Higher Education) Visit by Student		1 yr	Attendance	Prin	Attend		
L1974	Pupil Personnel Services Application		2 yr	Stud. Records	Attend	Prin		
L2380	Waiver of Student Attendance in Any Federal/State Funded Class		5 yr	Stud. Records	Guidance	Prin		
L2385	Student Entry (Sign-In) and Exit (Sign-Out) Log		1 yr	Stud. Records	Attend			
*	See cell-embedded comment for additional detail							
AUD	After audit performed							
DWS	Destroy when Superseded							
EXP	Expiration of document, contract or agreement							
LE	Last entry							
LIT	Litigation completed							
NA	Not Applicable							
NLN	No longer needed							
RES	Resolution reached							

Sched	See the official records retention schedule							
Serv	Service provided							
TERM	Termination of Employee							
WD	Withdrawal from school/district							
YO	Years old							