

## STUDENT RECORDS SUMMARY

### Permanent Records (Required) For All Enrolled Students

1. Name and address of student
2. Name and address of parent(s) or guardian
3. Date of birth
4. Academic work completed
5. Level of achievement (e.g., grades, standardized test scores, grade level completed)
6. Immunization record—certified copy
7. Attendance data
8. Discipline records (out of school suspensions and expulsions)

### Cumulative Records (Recommended)

1. Access log
2. Health records
3. Standardized test results less than three years old (e.g., intelligence, aptitude, interest or personality tests)
4. Educational and vocational plans
5. Record of extracurricular activities
6. Objective teacher evaluations/reports
7. Parental authorizations or prohibitions
8. Discipline records

### Special Education Records

1. Access log
2. Current referral forms
3. Permission for evaluation
4. Child study team report with accompanying evaluation data
5. Individualized education program
6. Permission for program placement
7. Other special education records as required

### Directory Information

1. Name, address, telephone number of student
2. Date and place of birth
3. Major field of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Degrees and rewards received
8. The most recent previous education agency or institution attended by the student
9. Other similar information

<b>Access</b>	Parents or eligible students designated under Access Rights	Parents or eligible students designated under Access Rights	Parents or eligible students designated under Access Rights	In accordance with school district policy
<b>Transfer Records</b>	Copy of permanent records will be sent to other school systems in compliance with FERPA. Original immunization record (blue card) is sent to new school.	Cumulative records will be sent to other school systems in compliance with FERPA	Special education records will be sent to other school systems as part of education records	Directory record will be sent to other school system as part of education record
<b>Security</b>	Kept in fireproof file or vault in the school building	Locked storage	Locked storage	Not applicable
<b>Maintenance</b>	Information kept current and accurate	Periodically reviewed with outdated information destroyed in accordance with board policy	Periodically reviewed with selected outdated information placed in a historical file	Information kept current and accurate
<b>Destruction</b>	Never. Maintained in perpetuity for every student who has been enrolled in the district or rural schools in the county superintendent's office	Destroyed in accordance with board policy and local government retention schedule 7, after the student graduates or permanently leaves the district	Destroyed five years from the end of the student's special education services or per parent request in 300.573 when no longer needed by the school	Destroyed in accordance with board policy and local government retention schedule 7, after the student graduates or permanently leaves the district