

Colorado Springs School District 11
Records Retention Schedule

**SCHEDULE III
STUDENT RECORDS**

General Description: Records generally relating to the academic records of children within the school district. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

1. **Student Permanent Record or Transcript:** These records are divided into three categories: personal information, enrollment history and academic performance.

A. Personal Information

- Student's identification number (A number used for recordkeeping purposes. It might be one assigned by the district or a Social Security number.)
- Legal name of student
- Legal name of parent or guardian
- Date of birth
- Sex
- Address
- Telephone number
- Immunization record

B. Enrollment History

- Exact date the student enrolled in the district
- Name, city and state of the previous school(s) attended outside the district
- The schools attended within the district
- The dates and grade levels of the student
- Date the student withdrew or graduated from the district
- Name, city and state of the school to which the student is withdrawing

C. Academic Performance

- Classes and/or grade level taken
- Semester grades
- Postsecondary courses/semester grades
- Standardized test scores
- Advanced placement (AP) test scores
- Grade point average (GPA)
- Class rank
- College placement test scores (i.e., ACT/SAT)

Retention: Permanent
Format: Student Information System, Optical Disk and Microfilm
Location: Active students are electronic in the student information system. Permanent records and/or transcripts for inactive and graduated students are kept electronically and/or microfilmed.

2. **Student Fall Enrollment Report (October Count)** (Report to the Colorado Department of Education of the number of students enrolled.)

Retention: Permanent
Format: Paper and/or electronic
Location: Office of Student Enrollment for 10 years and then the Records Management Center

Duplicate Copies: retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

Colorado Springs School District 11
Records Retention Schedule

**SCHEDULE III
STUDENT RECORDS**

-
3. **Student End of School Year Enrollment Report** to the Colorado Department of Education that reports the number of students in school at the close of the academic year. This report includes student dropout and transfer-in/transfer-out records.

Retention: Permanent
Format: Paper and/or electronic
Location: Office of Student Enrollment for 10 years and then the Records Management Center

4. **Student Cumulative Records (CUM File)** that contain information on students attending school in the district. The record may contain but is not limited to:

- Other such information as shall enable school officials to counsel with students and plan appropriate activities.
- Ethnic code. This code is of use only to the district in which the student is enrolled.
- Withdrawal grades Withdrawal grades are not official grades, i.e., no credits are earned. Their purpose is to facilitate enrollment at the student's next school.
- Supplementary programs Examples of such programs are gifted and talented, bi-lingual, English as a Second Language (ESL), Title 1, etc.
- Health records, Hearing and vision screenings, visits to the school clinics, or similar records are not required information.
- Signed releases of records. The purpose of this record is to document whether or not student record information was released, as requested by the parent or student.
- Progress reports Mid-semester grades that inform parents and students of how the student is doing. These are not official grades and do not have long-term value.
- Out-of-district records
- School fines
- Emergency information
- Acceptable Use Agreements and/or parental opt out forms
- Marriage licenses - Students may obtain a copy from the state or country in which they were married. It is not the responsibility of the school district to maintain these records permanently.
- Birth certificates - Students may obtain a copy from the state or country in which they were born. It is not the responsibility of the school district to maintain these records permanently.
- Court orders denying access to records
- Adoptions - The child's legal name should be changed on the transcript, although the previous name should also remain part of the transcript. It is not the responsibility of the school district to maintain permanent adoption records.
- Guardianships - It is not the responsibility of the school district to maintain guardianship records.

Retention: **Elementary and Middle school inactive students** – After 30 days of withdrawal the school prints the permanent record card/transcript and transfers with the CUM file to the Records Management Center to be processed. If during the 30 day time period an out of district school requests a student's records, the in district school holding the CUM file should comply with the request, and then immediately transfer the permanent record card/transcript with the CUM file to the Records Management Center. If an elementary or middle school student withdraws from school within the last two months of the school year, the school staff should refer to the Records Management memorandum that is sent to schools during the spring semester of each school year specifying October "drop dates". This memo will typically tell the schools that if an elementary or middle school student withdraws on or after a specific date in April, the school should hold the CUM file until a date specified for the following October. If the specified April date has passed, the school should transfer the permanent record card/transcript with the CUM file to the Records Management Center to be microfilmed during the October time period specified in the memorandum.

Duplicate Copies: retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

Colorado Springs School District 11
Records Retention Schedule

**SCHEDULE III
STUDENT RECORDS**

High School withdrawal students - CUM files for students who have withdrawn from the school district are kept at the high school for the remainder of the school year in which they left, plus 2 additional school years. The CUM files for high school withdrawal students should be transferred to the Records Management Center the summer after the expiration of time mentioned above. These records will be retained by the Records Management Center for one additional school year.

High School Graduates - high school graduate transcripts are kept with the student's CUM file at the high school for one full school year after graduation, and then transferred to the Records Management Center. The transcript is scanned on optical disc for ease of retrieval and then microfilmed. These records will be retained by the Records Management Center for one additional school year.

Special Education Withdrawals and Graduates - Special Education withdrawal and graduate CUM files will be kept at the schools for the same periods of time specified for regular education records, and then transferred to the Records Management Center. Special Education records are kept for a total of 5 years of inactivity.

Format: Paper (Grey Folder). Once the retention period has expired, student records are stored in accordance with section 1 of this schedule (Student Permanent Record or Transcript).

5. **New Student Orientation Schedules**

Retention: Current school year plus 1
Format: Original Creation or electronic
Location: School of enrollment

6. **Report Cards (Student)** that document the periodic report by a school about a student's academic, social, emotional, and physical progress. Information includes but is not limited to full legal name of student; teacher's name; name and address of school; indication of attendance during reporting period; grades; and other related information.)

Retention: Current school year plus 1 (after information has been posted to the permanent record card)
Format: Original Creation or electronic
Location: School of enrollment

7. **Student Schedules File** forms completed by school personnel for student scheduling into class. Information includes printouts of student schedules, class lists, student class assignments and requests for change of schedule.

Retention: Until no longer needed by school personnel
Format: Original Creation or electronic
Location: School of Enrollment

8. **Student Discipline, Suspension, and Expulsion Records** documenting inappropriate student behavior and corrective actions taken. Information includes referral and action form, notes, letters to parents, suspension documentation, detention documents, hearing notices, bus driver referrals, statements and conference notes.

Retention: (1) When suspended and subsequently expelled: retain in the office of record until the student graduates or reaches the age of 21. If the student graduates, then transfer the records to the Records Management Center for storage until the student turns 21.
Format: Original creation or electronic
Location: Office of Record or Records Management Center

Duplicate Copies: retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

Colorado Springs School District 11
Records Retention Schedule

**SCHEDULE III
STUDENT RECORDS**

Retention: (2) When disciplined or temporarily suspended and returned to school with no further rules infractions: Keep in the office of record for 3 years or until student reaches the age of 21, whichever occurs first.
Format: Original creation or electronic
Location: Office of Record

9. **Student Truancy Records** created to document student's excessive absences and action taken to correct the problem by school personnel. Information includes referral and action forms, letters to parents, attendance profile sheets, correspondence, release forms, copies of initial court petitions, copies of court orders, hearing notes, affidavits and visitation documentation.

Retention: 3 years after school year in which records were created
Format: Original creation or electronic
Location: Office of Record

10. **Federal Program Records:** this section deals with records that relate to Title I, Title III and Title X programs.

Title I and Title X Retention: 7 years after school year in which records were created
Format: Paper or electronic
Location: Records Management Center or Office of Record

Title III Retention: 13 years after school year in which records were created
Format: Paper or electronic
Location: Records Management Center or Office of Record

Duplicate Copies: retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.