



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6520

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CATEGORY: **Student, Records**

EFFECTIVE: **1-29-62**

SUBJECT: **Student Records, Retention, and Destruction**

REVISED: **4-28-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing collection, management, and destruction of student record information.

2. **Related Procedures:**

Centralized automated student records	6527
Cumulative record keeping, K-6	6505
Cumulative record keeping, 7-12	6510
Preregistration and registration, K-6	6120
Preregistration and registration, 7-12	6123
Records for handicapped students (special instructions)	6526
Release of student information	6525
Health records	6515
Students released from juvenile court placements	4613
Transfer and withdrawal, K-6	6145
Transfer and withdrawal, 7-12	6146
Promotion/retention and placement/articulation, 6-8 (middle)	4760

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: H-6950, H-8900; Education Code Sections 35250-35255, 48980-48984, 49060 *et seq.*; California Code of Regulations, Title 5, Sections 430-450, 16020-16028.

2. **Transfer of Student Records**

- a. Whenever a student transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the student's permanent record or a copy thereof shall be transferred by the former district or private school upon request from the district or private school where the student intends to enroll (Education Code Section 49068).
- b. Student records of a transferring student shall not be withheld from the requesting district because of any charges or fees owed by the student or his/her parent/guardian (California Code of Regulations, Title 5, Section 438).
- c. When a student transfers from one district school to another school within the district, the student's entire records shall be transferred upon request to the school where the student intends to enroll. Records shall not be withheld because of any fees or charges owed by the student or his/her parent/guardian.

C. GENERAL

1. **Originating Office.** Questions concerning this procedure should be directed to Institute for Learning.
2. **Definitions**
 - a. **Student record**
 - (1) Any item of information directly related to enrollment and scholarship of an identifiable student that is maintained by a school district or required to be maintained by any employee in performance of his/her duties, whether recorded by handwriting, print, tapes, film, microfilm, or other means.
 - (2) All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto. A student record shall *not* include informal notes compiled by a school officer or employee that remain in sole possession of the maker and are not accessible or revealed to any other person.
 - b. **Mandatory *permanent* student records (cumulative records):** Those records that schools have been directed to compile by California statute or authorized administrative directive. Each district *shall maintain indefinitely* all mandatory permanent student records or an exact copy thereof for every student who has enrolled in a school program within that district. *Such records shall include the following:*
 - (1) Legal name of student
 - (2) Date of birth
 - (3) Method of verification of birth date
 - (4) Sex of student
 - (5) Place of birth
 - (6) Name and address of parent of minor student
 - (7) Address of minor if different from parent's address

- (8) Enter and transfer dates in each school year, including summer or intersession
- (9) All subjects or grade levels attempted
- (10) If marks or credits are given, all marks allowed and numbers of credits toward graduation allowed for work taken
- (11) Verification of or exemption from required immunizations
- (12) Date of high school graduation or equivalent

c. **Mandatory *interim* student records:** Those student records that schools are required to compile and maintain for a *minimum* of three (3) years *after* a student leaves the district or when their usefulness ceases. *Such records include the following:*

- (1) Log or record identifying persons or organizations requesting or receiving information from student's records
- (2) Health information, including Child Health and Disability Prevention Program (CHDP) verification or waiver
- (3) Case studies and records concerning participation in special education programs
- (4) Language training records
- (5) Grade reports and/or progress reports
- (6) Parental restrictions regarding access to directory information or related stipulations
- (7) Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
- (8) Parental authorizations or prohibitions of student participation in specific programs
- (9) Results of standardized tests administered within preceding three years

- d. **Permitted student records (optional):** Those records having clear importance only to the current educational process of a student. Permitted records may be destroyed six months after the student's completion of or withdrawal from the educational program or when their usefulness ceases. *Such records may include the following:*
- (1) Objective counselor and/or teacher ratings
 - (2) Standardized test results older than three years
 - (3) Routine discipline data
 - (4) Verified reports of relevant behavioral patterns
 - (5) All disciplinary notices
 - (6) Attendance records *other than* required district classroom attendance records maintained at the school
- e. **Zero Tolerance.** Records of a student violation of Zero Tolerance will be maintained until the student graduates or reaches the age of 19 years and 6 months.
3. **Student Records K–12. Note:** Students with an expected date of graduation of 1996 or later are covered by the provisions of this procedure. Students with a date of graduation or withdrawal prior to 1996 may not have all mandated items of information on the Student Information System (SIS) electronic records system. (C.3.f.)
- a. **Mandatory permanent record information.** The school of first district enrollment will be responsible for entering mandated information as appropriate on a student's SIS electronic record.
- Support documents for mandated items may be filed in a student's individual cumulative folder, or may be retained in other school office files. Items of permitted information that may be of value to a student's educational process also may be filed in a student's cumulative folder or in school office files.

- b. **Active student records.** Each district school in which a student is enrolled is responsible for adding to and maintaining mandated and permitted information on a student's SIS electronic record. Support documents of changes to information should replace any documents with outdated information. (Procedures 6120 and 6123)
- c. **Inactive student records.** At the time of disenrollment, whether due to a transfer within district, transfer out of district, articulation to a middle level or senior high school, graduation, or withdrawal, the last school of enrollment is responsible for verifying that all mandated information, as appropriate, has been entered on the student's SIS electronic record.

Support documents of mandated items should be filed in the student's cumulative folder. Items of permitted information that may be of value to a student's educational process also may be filed in a student's cumulative folder. Information not in a mandated or permitted category should be purged from the folder and destroyed. The folder should be held in a suspense file at the last school of enrollment until requested by another district school, or until one school year after the expected date of articulation, or until three school years after the expected date of graduation. If the student record is not requested, it is sent to the Student Records.

- d. **Transfer of records within district.** Student information on the SIS system is available to a new district school once the SIS enrollment process is complete. Support documents containing mandated information and other permitted information will be forwarded to the new district school when requested by the new school. (Procedures 6145 and 6146.)

For students articulating to a middle level or senior high school for a new school year, the receiving school will request the transfer of support documents (cumulative folders) for students once they are actively enrolled for the new school year (Procedures. 4760 and 4766).

- e. **Transfer of records out of district.** The last school of enrollment is responsible for forwarding copies of appropriate student records when requested by an out-of-district school as long as those records are available at the school. Requests of records for students (elementary and middle level) whose folders have been sent to the Student Records Office should be forwarded to the Student Records Office.

- f. **Graduates/withdrawals after grade 12.** The last school of district enrollment at time of graduation or withdrawal is responsible for verifying that all mandated information has been entered on the student's electronic record.

Support documents of mandated items that are recorded on a student's electronic record and permitted information remaining in a student's cumulative folder and in school office files may be destroyed three school years after the date of expected graduation. The senior high school may elect to retain such folders in a suspense file at its site for a longer period.

Note: Cumulative folders for students with a date of graduation or withdrawal prior to 1996 should not be destroyed unless it can be determined that all mandated items of information are recorded on the student's SIS electronic record. Senior high schools are to hold those folders for three years after the expected date of graduation and may then send them to the Student Records Office for storage. Folders must be purged of all except mandatory permanent records (e.g., Elementary Cumulative Record Card, "California School Immunization Record" (CSIR), final secondary student transcript).

4. **Disposal of Student Information**

- a. Student information considered to be "interim" or "permitted" may be destroyed when the value to a student's education process has ended. Support documents for mandated items entered on a student's SIS electronic record may be destroyed when replaced with a record containing updated or corrected information, or when three school years have elapsed after the expected date of graduation. Folders should be purged of nonessential information routinely and specifically at the time of transfer, withdrawal, or articulation, or before sending to the Student Records Office.
- b. Disposal shall be in accordance with provisions of the Federal Family Rights and Privacy Act of 1974. The method used for disposal shall ensure that persons not entitled shall not have access to such information.

D. IMPLEMENTATION (Section C.)

E. FORMS AND AUXILIARY REFERENCES

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F. REPORTS AND RECORDS

G. APPROVED BY



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For the Superintendent of Public Education