

STUDENTS

A. Category I (Cumulative) File

<u>Data</u>	<u>Collection</u>	<u>REQUIRED</u> <u>Maintenance/Disposition</u>
1. Record Data Disclosure Form	All students	Retain permanently.
2. Name and address of student	All students	Retain permanently.
3. Birth Date	All students	Retain permanently.
4. Name and address of parent	All students	Retain permanently.
5. Program of studies plan	All students	Retain permanently.
6. Scholastic work completed	All students	Retain permanently.
7. Level of achievement	All students	Retain permanently.
a. Grades	All students	Retain permanently.
b. Grade point average	Secondary students, as appropriate	Retain permanently.
8. Type of diploma	Secondary students, as appropriate	Retain permanently.
9. Attendance	All students	Retain permanently.
10. Test data	All students, as required by the State and/school division	Retain State required test scores permanently; destroy test profiles and results of inventories five years after student graduates from a secondary school, completes a program adopted by the Board of Education, or leaves school.
a. Results of Normative Tests, such as achievement batteries and inventories		

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b. Results of Literacy Testing Program prescribed and provided by the Board of Education	Required students as appropriate	Retain permanently.
11. Cumulative Health record, including pre-school physical examination report, and school entrance	All students	Destroy when no longer educationally useful or five years after student graduates or leaves school.
12. Certificate of Immunization	All students	Retain permanently.
13. Record of employment counseling and placement	All secondary students	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education, or leaves school.
14. Social Security Number (unless waiver is granted)	All students	Retain permanently.
15. Identification Number (ID)	All students	Retain permanently.

OPTIONAL

<u>Data</u>	<u>Collection</u>	<u>Maintenance/Disposition</u>
1. Results of other standardized group tests and inventories	Students tested or inventoried	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of

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		Education or leaves school.
2. School, community activities; work experience	Students who engage in such activities	Destroy when no longer educationally useful or five years after a student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
3. Employment evaluations	All students in cooperative vocational programs	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
4. Record of counseling interviews (date, reason, etc., not content)	All students interviewed	Destroyed when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
5. Citizenship status if other than U. S.	Student with such status	Retain permanently.

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(These directives for all students as appropriate.)

<u>Data</u>	<u>Collection</u>	<u>Maintenance/Disposition</u>
1. Records of referral	All students, as appropriate	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
2. Reports of assessment -- both initial and periodic -- as follows:	All students, as appropriate	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
a. Educational assessment	All students, as appropriate	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
b. Physiological assessment, to include medical examination and assessment of speech, hearing, and vision	All students, as appropriate	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
c. Psychological	All students,	Destroy when no longer

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assessment (including results of individual tests)	as appropriate	educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
d. Sociological assessment, including the adaptive behavior checklist	All students, as appropriate	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
e. Other assessments, as appropriate	All students, as appropriate	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
3. Other pertinent reports as follows		
a. Permission for initial testing	All students, as appropriate	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
b. Permission for initial placement	All students, as appropriate	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or

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		leaves school.
c. Record of parent conference to discuss special education placement	All students, as appropriate	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
d. Summary of minutes of eligibility committee findings for special education students	All students, as appropriate	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
e. Permission for release of information, if appropriate	All students, as appropriate	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
f. Report of annual review of placement	All students, as appropriate	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
g. Reports of appeals, if appropriate	All students, as appropriate	Destroy when no longer educationally useful or five years after student graduates from a second-

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		ary school, completes a program adopted by the Board of Education or leaves school.
4. Individualized Education Program (IEP)	All students, as appropriate	Review annually. Expired IEPs must be retained for five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.

OPTIONAL

(Recommended for students requiring differentiated programs or special needs students.)

<u>Data</u>	<u>Collection</u>	<u>Maintenance/Disposition</u>
1. Social histories	Students with such reports	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
2. Legal, psychological and medical reports	Students with such reports	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
3. Record of sensitive physical problems	Students with such problems	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a

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		program adopted by the Board of Education or leaves school.
4. Verified reports of serious or recurrent atypical behavior patterns	Students with such problems	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
5. Reports from institutions and agencies such as juvenile court, social welfare, etc.	Students with such reports	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
6. Counselor or teacher case studies	Students with such studies	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
7. Confidential interviews and/or recommendations	Students with such reports	Destroy when no longer educationally useful or five years after student graduates from a secondary school, completes a program adopted by the Board of Education or leaves school.
8. Vocational assessment data	Students with such reports	Destroy when no longer educationally useful or five years after student graduates from a second-

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ary school, completes a program adopted by the Board of Education or leaves school.

Legal Reference:

Editor's Note: For access to and disclosure from student records see division regulation # R 7-29.3.

For destruction of student records see division regulation # R 7-29.4. See also school board policy # 7-29.

Regulatory Authority:

Commonwealth of Virginia, Department of Education Regulations, "Management of the Student's Scholastic Record in the Public Schools of Virginia" (effective October 1, 1989).

Approved by Superintendent: February 6, 1990