

STUDENTS

Disposition of Records

The Kennewick School District will use the General Records Retention Schedule and Destruction Authorization as its guidelines. The following shall be the minimum guidelines for student records:

1. Permanent Record (grade transcript)

Retention Period and Disposition:

- Permanent (microfilming allowed)

2. Cumulative Record (student file folder)

Retention Period:

- 2 years after date of graduation or withdrawal from high school, or
- 2 years after withdrawal (or no show) from elementary, middle or junior high, or
- until request by parent or student who is over age 18 to delete as per the FERPA.

Disposition:

- At end of retention period destroy all items except Student Permanent Record.

3. Confidential Reports (standard reports; guidance reports; supplementary reports)

Retention Period:

- 2 years after date of graduation or withdrawal from high school, or
- 2 years after withdrawal or no show from elementary middle school, or
- until requested by parents or student is over 18 years to delete as per FERPA.

Disposition:

- no guidelines noted.

4. Special, Handicapped and Gifted Student Program Files

Administrative Regulation No. 3600.1
Disposition of Records - Continued

Retention Period:

- 5 years after graduation or withdrawal, or
- 5 years after student turns 21.

Disposition:

- no guidelines noted for Gifted Student Program files
- at end of retention period send all special services files to the special services office.

5. Authorization for Release of Student Records

Retention Period

- 3 years

Disposition

- No guidelines noted

The following shall be the minimum guidelines for Teaching Records:

1. Grade Books

Retention Period

- Elementary: 2 years
- Secondary: 5 years

2. Lesson Plan Books

Retention Period

- All Levels: 1 year

3. Field Trip Authorization

Retention Period

- All Levels: 1 school year

Administrative Regulation No. 3600.1
Disposition of Records - Continued

The following shall be the minimum guidelines for Health Services:

1. Medication Administration Files

Retention Period:

- Age 18 plus 3 years

2. Certificate of Immunization

Retention Period:

- Until termination of enrollment

3. Health Room Registry

Retention Period:

- 1 year

4. Communicable Disease Report

Retention Period:

- Until summary submitted to local health department

5. Health Screening Reports

Retention Period:

- Until data transferred to pupil health card or folder

6. Pupil Health Card or Folder

Retention Period:

- Until Transferred to student cumulative record or folder

7. Child Abuse Reports

Retention Period:

