

STUDENT RECORDS RETENTION

Based on the Records Retention and Disposal Schedule for Michigan Public Schools Education Bulletin #522 Revised, dated September 5, 2006, it is the District's responsibility to retain the following vital information ("vitals") for all students for 60 years according to the State of Michigan:

- CA60 Cumulative Record Folder
- Copy of the **front side** of the CA60 Cumulative Record Folder
- CA60A insert (yellow card or top yellow tab)
- Drop/Withdrawal/Transfer Information
- Emergency Card with Guardianship/Foster Home Information
- General Education Development (GED) Test Results
- High School Exit Grade Sheet for Drops and Transfers (if applicable)
- High School Opt-Out Letters for Directory Information
- High School Summer School Grade Sheets
- High School Testing Card
- High School Transcript (or Last Report Card)
- Original Transcripts from any other high school attended
- Other Opt-Out Letters (Such as for Surveys)
- Requests for Records
- Unique Identification Codes (UIC)
- Waiver Letters to Exempt from Testing
- Waiver Letters to Exempt from Immunizations
- Work Permits
- Work Training Agreements, known in FPS as Work Training Plans
- Amendment/Destruction of Records Requests

The following nine "vitals" only pertain to Adult Education Records:

- Enrollment Schedule
- Farmington Education Plan Adult High School Completion
- Final Grade Report
- General Education Development (GED) Test Results
- High School Completion and ABE Programs
- Registration Form
- Transcript of Credit
- Transcript Request
- Amendment/Destruction of Records Requests

The following six "vitals" only pertain to Special Education Records:

- Latest IEP
- Latest Full Evaluation MET Report
- Latest Psychological
- Requests for Records
- Work Study Agreements
- Amendment/Destruction of Records Requests

All "Vitals" that must be retained for permanent scanning should be ink-stamped "Vitals - Please Retain". The above items individually and wholly are a student record and are to be maintained as described below. Other items not required to be retained are also discussed in terms of disposition. All items are discussed in alpha order, not necessarily order of importance.

ADULT AND COMMUNITY EDUCATION

Adult and Community Education are to follow the same rules as outlined on Page 1 for file retention. Adult and Community Education files shall be prepped by the respective departments before forwarding to Central Office for scanning. These files shall be forwarded to Central Office three years after a student drops, transfers, withdraws, or graduates. The "vitals" shall be paper clipped and put in the front of the respective student's file, and the records should be marked appropriately with the expected graduation date before they are sent to Student Data Technician at Central Office.

AMENDMENT/DESTRUCTION OF RECORDS REQUESTS

These records document requests and authorizations to amend or destroy documents in a student's file. These records are required as one of the "vitals" and must to be retained for 60 years.

AT-RISK STUDENT FILES

At-risk programs are offered to children age 3-5. Student files may include applications, individual education plans, evaluations, CA60, risk factor analyses, progress reports, etc. If the child remains in the school district after age 5, this file will be transferred to the kindergarten and will become part of the student's file. If the child leaves the school district, the file will be transferred to Student Data Technician at Central Office where it will be retained for 7 years. The records should be marked appropriately with the date of destruction before sending to Student Data Technician at Central Office for storage.

ATHLETIC FILES – (SEE SPORTS PHYSICALS)

ATTENDANCE SHEETS

Teachers at each level, elementary, middle and high will take daily attendance via Educator Access/Gradebook. The building or attendance secretary will then update excused absences in MiStar. The teachers must print out and sign weekly attendance sheets during the count period. The sheets must be kept in a binder in the office for use in case of an audit.

BIRTH CERTIFICATES

Upon registration, an original, certified, raised seal, birth certificate is required as proof of age of the student. A copy of the birth certificate is retained for audit purposes and inserted into the student's CA60 file. Since some birth certificates have the parents' social security number(s) listed, all social security numbers shown on the birth certificate should be redacted, and the files are required by law to be locked and secured. Social security numbers are to remain confidential and are not to be released.

BLUE/GREEN FOLDERS

Elementary teachers shall clean out student files and keep the reading folders in separate bundles from the CA60 file to send to the middle school sixth grade teachers after fifth grade. The reading folders shall be given to the parents at the first sixth grade conference. If a student drops, withdraws or transfers, and the CA60 file is never requested, the blue/green folders shall be purged.

CA60 CUMULATIVE RECORD FOLDER

The "vitals" (**which includes the CA60 folder**) shall be retained inside the CA60 file folder for ease of handling and scanning. Information on the folder must be retained for 60 years and must be scanned. Before the CA60 folder with the "vitals" inside is sent to Student Data Technician at Central Office for scanning, **a copy of the front side of the CA60 folder** must be made and inserted inside the CA60 folder because it is a required "vital."

CA60A INSERT

At the elementary level, at the end of the fifth grade, the CA60 insert shall be bundled in alpha order, not by grade level or teacher, separately from the CA60 file and forwarded to the respective middle schools.

At the middle school level, at the end of eighth grade, the CA60 insert shall be inserted into the individual CA60 student file and forwarded to the respective high schools.

CHILD PROTECTION FORM 3200 – (SEE LEGAL COURT DOCUMENTS)

DISCIPLINARY RECORDS

Disciplinary records are kept by the principal and not in the student CA60 folder. The disciplinary records shall be forwarded to the next level (elementary to middle or middle to high school) as the student progresses to assure that the records are retained where the student is located.

The disciplinary records shall be retained for three years after year of graduation, and then the disciplinary record shall be purged. Disciplinary records, including suspensions and expulsions, are not required to be retained for 60 years, and are not a "vital" to be scanned.

Disciplinary records of students who dropped, transferred, or withdrew and were never requested by another institution must be retained until the expected graduation date. These records shall be retained intact for three years at the building and then sent to Student Data Technician at Central Office inside the individual CA60 folder for storage until the expected graduation date. The records should be marked appropriately with the expected graduation date before they are sent to Student Data Technician at Central Office.

Disciplinary actions, including suspensions and expulsions, must be transferred with the student's record to the public or private school the student is transferring to and in which they are enrolling.

DROP/WITHDRAWAL/TRANSFER

The complete date (day, month, year) the student withdraws from membership in the District by transferring, completing school work (graduation), discontinuing school work (drop out) or because of death shall be noted. The reason for the drop/withdrawal/transfer, and the name and address of the school to which the student transferred must also be retained.

Drop/Withdrawal/Transfer information can be retained by completing a drop/transfer form, by stamping or writing on the CA60A insert or transcript, or by a computer generated form, whichever the school building chooses.

When the record of a dropped student is not requested, the entire CA60 student record shall be kept intact for three years before sending the files to Student Data Technician at Central Office for scanning. The "vitals" shall be paper clipped and put in the front of the respective student's file, and the records should be marked appropriately with the expected graduation date before they are sent to Student Data Technician at Central Office.

All drop records, whether requested or never requested by other schools, shall be retained in alpha order by year for three years from the year of drop and then forwarded to Student Data Technician at Central Office for scanning.

Elementary Drop/Withdrawal/Transfer

When a student record is requested from an elementary school, keep the following "vitals:"

- A copy of the **front side** of the CA60 Cumulative Record Folder
- A copy of the CA60A insert
- A copy of the last report card
- Current Emergency Card with Guardianship/Foster Home Information
- Original Requests for Records
- A copy of the Unique Identification Codes (UIC) (should be on the front of the CA60 folder)
- All original waiver (exemption) letters for testing, immunizations, surveys, etc.
- Original drop/transfer form, if applicable
- Amendment/Destruction of Records Requests

WHEN A STUDENT RECORD IS REQUESTED FROM ANOTHER SCHOOL, the above noted "vitals" shall be kept at the school for three years after the year the student drops, withdraws, or transfers and then sent to Student Data Technician at Central Office for scanning.

WHEN A STUDENT RECORD IS NEVER REQUESTED, the above noted "vitals" shall be paper clipped and put in the front of the respective student's file, and the entire file must be retained and kept intact at the school for three years after the year the student drops, withdraws, or transfers and then sent to Student Data Technician at Central Office for scanning. The records should be marked appropriately with the expected graduation date before they are sent to Student Data Technician at Central Office. The "vitals" shall be scanned at Central Office, and the entire unrequested file shall be kept intact until the expected graduation date.

Middle School Drop/Withdrawal/Transfer

When a student record is requested from a middle school, keep the following "vitals:"

- A copy of the **front side** of the CA60 cumulative record folder
- A copy of the CA60A insert
- A copy of the last report card (which would become a student's transcript if the student never completes high school)
- Current Emergency Card with Guardianship/Foster Home Information
- Original requests for records
- A copy of the Unique Identification Codes (UIC) (should be on the front of the CA60 folder)
- All original waiver (exemption) letters for testing, immunizations, surveys, etc.
- Original drop/transfer form, if applicable
- Original check-out form, if available
- A copy of the work permits, if applicable
- Amendment/Destruction of Records Requests

WHEN A STUDENT RECORD IS REQUESTED FROM ANOTHER SCHOOL, the above noted "vitals" shall be kept at the school for three years after the student drops, withdraws, or transfers and then sent to Student Data Technician at Central Office for scanning.

WHEN A STUDENT RECORD IS NEVER REQUESTED, the above noted "vitals" shall be paper clipped and put in the front of the respective student's file, and the entire file must be retained and kept intact at the school for three years after the year the student drops, withdraws, or transfers and then sent to Student Data Technician at Central Office for scanning. The records should be marked appropriately with the expected graduation date before they are sent to Student Data Technician at Central Office. The "vitals" shall be scanned at Central Office, and the entire unrequested file shall be kept intact until the expected graduation date.

High School Drop/Withdrawal/Transfer

When a student record is requested from a high school, keep the following "vitals:"

- A copy of the **front side** of the CA60 cumulative record folder
- A copy of the CA60A insert (yellow card or top yellow tab)
- Drop/Withdrawal/Transfer Information
- Current Emergency Card with Guardianship/Foster Home Information
- A copy of the Unique Identification Codes (UIC) (should be on the front of the CA60 folder)
- A copy of the High School Exit Grade Sheet for drops and transfers (if applicable)
- A copy of the High School Summer School Grade Sheets
- A copy of the High School Testing Card
- A copy of the High School Transcript (or last report card)
- A copy of the Original Transcripts from any other high school attended
- Original High School Opt-out Letters for Directory Information
- Original of any other Opt-out Letters (such as for surveys)
- Original Requests for Records
- Original Waiver Letters to Exempt From Testing

Original Waiver Letters to Exempt from Immunizations
A copy of the Work Permits
A copy of the Work Training Agreements, known in FPS as Work Training Plans
Original Amendment/Destruction of Records Requests
Original check-out form, if available

WHEN A STUDENT RECORD IS REQUESTED FROM ANOTHER SCHOOL, the above noted "vitals" shall be kept at the school for three years after the student drops, withdraws, or transfers and then sent to Student Data Technician at Central Office for scanning.

WHEN A STUDENT RECORD IS NEVER REQUESTED, the above noted "vitals" shall be paper clipped and put in the front of the respective student's file, and the entire file must be retained and kept intact at the school for three years after the year the student drops, withdraws, or transfers and then sent to Student Data Technician at Central Office for scanning. The records should be marked appropriately with the expected graduation date before they are sent to Student Data Technician at Central Office. The "vitals" shall be scanned at Central Office, and the entire unrequested file shall be kept intact until the expected graduation date.

EARLY ON

Early On serves eligible children age 0-3 who have disabilities, developmental delays or other special needs. Student files may include evaluations, referrals, Multidisciplinary Evaluation Team (MET) summaries, Individualized Education Program (IEP) reports, progress reports, medical evaluations, psychological records, therapy reports and scripts, releases, permissions and transition plans. If the child is eligible for enrollment in another early childhood program upon exit from early on at age 3, the file will be transferred to that school district or preschool program. These records must be retained for seven years. Upon exit from Early On, if the child is not enrolled in another early childhood program, the files must be retained for three years at the school, and then sent to Student Data Technician at Central Office for the remaining four years' storage. The records should be marked appropriately with the date of destruction before sending to Student Data Technician at Central Office for storage.

ELECTRONIC MAIL (EMAIL) CORRESPONDENCE

Electronic mail (email) sent and received by employees may be public records and subject to records retention and disposal schedules developed for school districts by the State of Michigan. Employees shall retain email related to students that has not reached its legally-mandated retention period by printing a hard copy and filing it appropriately either in the student's CA60 in the main school office or in the principal's office. For further clarification of electronic mail (email), see Guideline #3435-2.

EMERGENCY CARD

The names of the parents or legal guardians are required as "vital" information. Since this information is updated annually on the student's emergency card, the emergency card shall be retained at various levels as described below. Please be sure to fill in the entry date on the emergency card.

If the student is not residing with a parent or legal guardian, information shall be included regarding responsible adult. If the student resides in a foster home or in a residential institution, the name of

the superintendent or designee (caseworker) and the institution must also be noted on the emergency card.

The most current emergency card for each student shall be retained separately from the CA60 file.

At the elementary level, at the end of the fifth grade, the most current emergency cards shall be bundled in alpha order, not by grade level or teacher, separately from the CA60 file and forwarded to the respective middle schools.

At the middle school level, at the end of eighth grade, the most current emergency cards shall be inserted into the individual CA60 student file and forwarded to the respective high schools.

The high school attendance secretaries are responsible for inserting the most current emergency card in the student CA60 file after a student drops, withdraws, transfers or graduates.

When the next school level obtains current emergency cards, the old emergency cards shall be purged.

If the student drops, withdraws, or transfers, the most current emergency card shall be retained with the other "vitals" to be scanned.

EXPULSION LETTERS – (SEE LEGAL COURT DOCUMENTS)

GENERAL EDUCATION DEVELOPMENT (GED) TEST RESULTS

The General Education Development (GED) test is not given at any District location. Students are sent to another location through Adult Education to take the test, but the test results are not sent back to Adult Education. Some students have returned their test results to Adult Education to update their transcripts. Information to be retained includes applicant's name, address, age, the official test results, date of test, and the name/address of location where the test was taken.

Schools have received GED certificates from students who have dropped out, taken the GED, and returned to update their transcripts. The GED certificates shall be retained with the student transcript for permanent retention, if possible. If the transcripts have already been sent to Central Office for scanning when FPS receives them, the GED certificates shall be kept for three years and then sent to Student Data Technician at Central Office for scanning.

GRADUATION STAMP/SEAL

When a student graduates, the high school transcript is stamped with a stamp that has the words graduation date in capital letters on the top line, the actual graduation date on the second line, and the name of the high school in capital letters on the bottom line. The front of the CA60 should also be stamped. Be sure that the stamp is well inked and is legible on the transcript and the CA60 so that when the records are scanned it will be readable.

GUARDIANSHIP AND FOSTER HOME INFORMATION (SEE EMERGENCY CARD)

HEAD START AND PRESCHOOL

Head Start and Preschool records are housed at Farmington Community School. Head Start records, by federal law for auditing purposes, are required to be retained for seven years, and then they shall be purged. If a student has an original IEP, this record is also purged after seven years. No records need to be kept for Preschool children.

IMMUNIZATION RECORDS

Immunization records are required to be retained until high school graduation according to state law. Since the immunization record is not required to be retained for 60 years, it is not a "vital" to be scanned. The high school CA60 shall be retained intact for three years after year of graduation, and the immunization record shall be purged before sending to Student Data Technician at Central Office for scanning. When a student drops or transfers, it is not necessary to copy the immunization record before forwarding to the requesting school. If a student record is never requested, the CA60 shall be retained intact with the immunization records for three years before sending to Central Office for scanning. The immunization record must be retained in the file until graduation or expected graduation date. With the Michigan Children's Immunizations Registry (MCIR), the immunization information is no longer put into Skyward. The records should be marked appropriately with the expected graduation date before they are sent to Student Data Technician at Central Office. Immunization waivers (exemption) letters must be retained for permanent retention as a "vital."

LEGAL COURT DOCUMENTS

All legal court documents such as, but not limited to, current guardianship papers, personal protection orders (PPO), expulsion documentation, and Form 3200 (See Child Protection Guideline #5155) must be retained in the student's CA60 file until the expected graduation date.

MEDICATION AUTHORIZATION FORMS & STUDENT MEDICATION LOGS

Medication authorization forms shall be kept until superseded by a new order, until a doctor determines that the medication is no longer required, or at the end of the school year, whichever is shorter. Student medication logs shall be retained in the building for three years. At the end of the third year, student medication logs shall be purged.

MICHIGAN SCHOOL READINESS PROGRAM (MSRP) STUDENT FILES

MSRP programs are offered to children age 4. Student files may include applications, individual education plans, evaluations, CA60, risk factor analyses, report cards, etc. If the child remains in the school district after age 4, this file will be transferred to the kindergarten and will become part of the student's file. If the child leaves the school district, the file will be transferred to Student Data Technician at Central Office where it will be retained for 7 years. The records should be marked appropriately with the date of destruction before sending to Student Data Technician at Central Office for storage.

REQUESTS FOR RECORDS

When a request for a record is received while the student record is still at the school, the original request shall be placed inside the CA60 for permanent retention, unless the information is retained on the CA60A by the elementary and middle schools, or on the transcript by the high schools.

When a request is received after the student record has been scanned, the request information shall be retained by the Student Data Technician on a database log sorted by student name.

If a request is received at the buildings for special education records, this request shall be sent to the Special Education Department. The Special Education Department will keep the request for records in the respective student's file for permanent retention as a "vital."

SPORTS PHYSICALS

Student athletic files at the middle school and high school level may include eligibility evaluations, annual consent forms and sports physicals. These records must be retained until graduation or expected graduation date.

WHEN A STUDENT RECORD IS REQUESTED FROM ANOTHER SCHOOL, the physical exam is not a "vital" and is not required to be copied or retained for scanning.

WHEN A STUDENT RECORD IS NOT REQUESTED FROM ANOTHER SCHOOL, the athletic files including the physical exam will be part of the entire file that must be retained and kept intact at the school for three years and then sent to Student Data Technician at Central Office for retention until the expected graduation date.

The "vitals" which are paper clipped and put in the front of the respective student's file will be scanned at Central Office, and the entire unrequested file shall be kept at Central Office intact until the expected graduation date. The records should be marked appropriately with the expected graduation date before they are sent to Student Data Technician at Central Office.

STUDENT CENSUS

These records identify all students who attended each school for each school year. They may identify the students, parents, address, birth date, etc. These records possess historical value and schools are strongly encouraged to retain them permanently.

SOCIAL SECURITY NUMBERS

Student social security numbers are to remain confidential and are not to be released.

SPECIAL EDUCATION RECORDS

Special education student files are kept separately from the CA60. These files may include evaluations, referrals, multidisciplinary evaluation team (MET) summaries, achievement tests, progress reports, permission forms, nursing notes, height and weight charts, doctor evaluations, psychological reports, therapy reports and scripts, behavioral plans, releases and permissions, vocational information, due process hearings, correspondence, Section 53 qualification documents, etc. These records must be kept for three years after graduation or the expected date of graduation. If a student drops out, the records remain intact until the expected graduation date. Schools are responsible for retaining records of students who transfer to another school district until the next school district requests the student's file.

Individual Education Plans (IEP) are developed primarily for special education students to identify

education goals and services that will be provided by the school district to assist the student. These plans are updated at least once a year. They are required to be kept for six years.

Special Education records contain various student information that is confidential. If any Special Education documents such as IEPs or psychologicals are accidentally placed in the regular, cumulative CA60 file, these documents shall be pulled from the CA60 file and inserted into the Special Education file.

All Special Education records, which include the Work-Site Based Learning Agreements, shall be sent to the Special Education Department when a student drops, withdraws, transfers, or graduates. The Special Education Department shall retain the entire student record intact for six years after a student drops, withdraws, transfers, or graduates. After six years, the Special Education Department shall contact the parents/guardians and notify them that the file shall be sent for scanning, and if they want to look at or get copies of their child's file they should contact the Special Education Department. After a reasonable amount of time to give the parents/guardians the option of looking at or getting copies of the file by a specified timeline, the entire file shall be sent to Central Office for scanning. If the parents/guardians decide they want copies of the file, only **copies** of the file can be provided.

When a request is made for special education records, MiStar shall be utilized to verify the history of the student. This system will indicate whether a student was certified and/or decertified as a special education student. This method will eliminate searching for special education "vitals" when the child was never certified as special education.

When a Special Education student record is requested by another school/institution where the student has been enrolled, keep a copy of the following "vitals:"

The following six "vitals" only pertain to Special Education Records:

- Latest IEP
- Latest Full Evaluation MET Report
- Latest Psychological
- Requests for Records
- Work Study Agreements
- Amendment/Destruction of Records Requests

WHEN A SPECIAL EDUCATION STUDENT RECORD IS REQUESTED FROM ANOTHER SCHOOL/INSTITUTION, the above noted "vitals" shall be kept in the Special Education Department for six years after the year the student drops, withdraws, or transfers and then sent to Central Office for scanning.

WHEN A STUDENT RECORD IS NEVER REQUESTED, the above noted "vitals" shall be paper clipped and put in the front of the respective student's file, and the entire file must be retained and kept intact at the special education department for six years after the year the student drops, withdraws, or transfers and then sent to Student Data Technician at Central Office for scanning. Since special education records must be retained for three years after the expected graduation date, the records should be marked appropriately with the expected graduation date and the date the records could be shredded, which is three years after the expected graduation date, before they are sent to Student Data Technician at Central Office.

All drop, withdraw, transfer or graduate special education records, whether requested or never requested by other schools, shall be retained in alpha order by year for six years from the year of

drop and then forwarded to Student Data Technician at Central Office for scanning.

STUDENT RECORDS PREPARATION (prior to sending to Student Data Technician at Central Office)

The "vitals" shall be a transcript (or last report card), testing card, CA60 Cumulative Record Folder, **a copy of the front side of the CA60 folder**, CA60A insert, most recent emergency card, exemption letter(s), work permit(s), work training plans, drop form (if applicable), GED information (if applicable), requests for records, and amendment/destruction of records requests. The "vitals" shall be paper clipped and put in the front of each student file, the entire file must be retained and kept intact, and shall be collated in alphabetic order by student name before sending to Student Data Technician at Central Office three years after drop, withdrawal, transfer, or graduation. The "vitals" shall be retained inside the CA60 file folder or a manila folder for drops and transfers for ease of handling. If the file is a drop or withdraw, the records should be marked appropriately with the expected graduation date before they are sent to Student Data Technician at Central Office.

STUDENT RECORDS PREPARATION (prior to sending to next level such as middle school, high school)

All student records must be retained intact until graduation or expected graduation date according to the Records Retention and Disposal Schedule for Michigan Public Schools Education Bulletin #5122 Revised September 5, 2006.

Middle school personnel shall insert the most current emergency card and the yellow CA60A card into the individual CA60 student file prior to forwarding the files to the respective high schools (See CA60A Insert and/or Emergency Card).

If a student is a drop, withdrawal, or transfer, these records remain at the respective elementary or middle school as a drop. Do not send these records to the next level. These records shall stay intact with the "vitals" paper clipped in the front of the file at the last school of attendance for three years as a drop, and then sent to Student Data Technician at Central Office to be scanned. If records are sent to the next level because the student is expected to return to District, but the student does not return to District, the records shall stay intact at the receiving school as a drop for three years before sending them to Student Data Technician at Central Office for scanning. The records should be marked appropriately with the expected graduation date before they are sent to Student Data Technician at Central Office.

STUDENT RECORDS DELIVERY

If a special pick up for student records is required, prepare a Shipping/Receiving Pick Up Request form and forward to the Facilities Management Department. It is not required that school personnel hand deliver or pick up student records.

SUBPOENAS

Requests for **regular education** student records by use of a subpoena shall be referred to the Associate Superintendent, Instructional Services by telephone call for direction. Requests for **special education** student records by use of a subpoena shall be referred to the Director of Special Education by telephone call for direction. Requests for **original records** shall not be honored.

TEACHER'S GRADE BOOK (TEACHER RECORDS OF STUDENT EVALUATION)

This includes those records of a teacher used for determining the final grades or academic performance of students, commonly referred to as the teacher's grade book, and shall be kept at the school for three years. At the end of the third year, the teacher's grade book shall be purged.

UNIQUE IDENTIFICATION CODES (UIC)

These codes are assigned by the Center for Educational Performance and Information (CEPI) to each student in the State of Michigan. The records contain the code number, student name, birth date, gender, general education FTE, special education FTE, alternative education FTE, date enrolled, school identification number, etc. Once the UIC is assigned, it is used for multiple purposes/records for tracking. Students entering the district from out of state or from a private school will not have a UIC until they are enrolled and the State assigns the student a UIC ten-digit number.

According to the Records Retention and Disposal Schedule for Michigan Public Schools Education Bulletin #522 Revised, dated September 5, 2006, the Unique Identification Codes (UIC) must be retained until the student reaches the age of 26, so it is "vital" that must be retained for permanent retention. The UIC will be placed on the front of the CA60 for each student for retention purposes. It is the responsibility of each building secretary to assure that after a new student is assigned a UIC number by the State a label with the UIC on it is printed off from MiStar and placed on the front of the CA60.

VISION AND HEARING SCREENING TESTS

These tests are conducted on elementary age students to identify if vision or hearing problems will affect their academic progress. These records may be retained within the student's file and must be retained until the student completes 6th grade.

WAIVER (EXEMPTION) LETTERS FOR TESTING, IMMUNIZATIONS, AND OPT-OUT LETTERS

All original waiver (exemption) letters for testing, immunizations and opt-out letters shall be retained as part of the "vitals" listed on Page 1. The Assessment Office shall distribute the exemption form for testing to the buildings, and the building health nurse shall provide the buildings with the exemption form for immunizations. The high schools send out the opt-out letters to the high school parents, and shall insert the original, signed opt-out letters into the individual student CA60 files. Other opt-out letters such as for surveys from the Student Data Technician should also be retained as a "vital" for permanent retention.

WORK PERMITS AND WORK TRAINING AGREEMENTS (Known in District as Work Training Plans)

Minors over the age of 14 must have a work permit prior to beginning work. Schools must provide the work permit, and new permits are required for each new job held by the teenager. These records may include the completed permit forms, job offers, approved deviations, correspondence, injury reports, workers' compensation documents, work/school training agreements/contracts, etc. These records must be retained for seven years after graduation or expected graduation date, so these documents are a "vital" that will be scanned at Central Office after they have been kept at the

building for three years.

When Work Permits are initially prepared in the Co-op office at the high school, the Co-op secretaries shall make a good, legible photocopy for retention purposes. The Co-op secretaries at the high school level are responsible for inserting the photocopies into the student's CA60 file for permanent retention.

When records of graduating seniors are closed at the end of the school year, the Co-op secretaries shall insert the original Work Training Plans/agreements/contracts, job offers, approved deviations, correspondence, injury reports, workers' compensation documents, etc., into the respective student CA60 files. If a student drops, transfers, or withdraws, the Co-op secretaries shall be responsible for pulling the original Work Training Plans/agreements/contracts, job offers, approved deviations, correspondence, injury reports, workers' compensation documents, etc., and inserting these documents into the student's CA60 file for permanent retention.

Work Permits are also prepared in the Guidance Office at each middle school for their middle school students, Farmington Central High School for their High School students, and School/Community Relations at Central Office for private schools. School/Community Relations shall forward the copy of the work permit to the appropriate private school to be put into their student's file. The Guidance Secretary at each middle school and the secretary at Farmington Community School and Farmington Central High School are responsible for inserting the copy of the Work Permit into the student's CA60 file for permanent retention.

WORK-SITE BASED LEARNING AGREEMENTS

The Work-Site Based Learning Agreements shall be forwarded to the Special Education Department when a student drops, withdraws, transfers, or graduates. The Special Education Department shall retain the entire student record intact for six years after a student drops, withdraws, transfers, or graduates. The Special Education Department shall be responsible for retaining the original Work Study Agreements for permanent retention as one of their six "vitals" as listed on Page 1. After six years, the Special Education Department shall send the "vitals" to Student Data Technician at Central Office for scanning.

Guideline #5124 for Policy #2003

10/18/07

Reviewed and Revised 03/17/09

Revised 11/1/16

Revised 11/6/19