

Records Retention

SAVE OR SHRED?

Active CA-60 Must Haves

- ▶ UIC label on front cover
- ▶ Most recent enrollment records
- ▶ Copy of the original birth certificate
 - ▶ If the birth certificate has the parent's social security numbers redact them
- ▶ Copy of the emergency card with Guardianship/Foster Home Information
- ▶ Immunization Records
- ▶ Most recent report card or transcript (end of each year)



CA-60's Must Have (if applicable)



Court documents



Approved
Personal
Curriculums



Grades from a
previous school



School of Choice
Applications



Immunization
Waivers



Opt-out letters-
surveys, testing,
directories, etc.

More stuff

- ▶ Record requests
- ▶ Withdrawal documents
- ▶ Work permits
- ▶ Work training plans
- ▶ Amendment/Destruction of record requests

And Still More



VISION AND
HEARING TESTS



DOCTOR'S
MEDICAL ORDERS



STUDENT TESTING
DATA



DISCLOSURE
RECORDS

Does Not Belong In A CA-60



- ▶ **Discipline Records**

- ▶ Stored in the principal's office

- ▶ **IEP's and related correspondence**

- ▶ Forward to Candaice Oliphant at MEC- Special Education

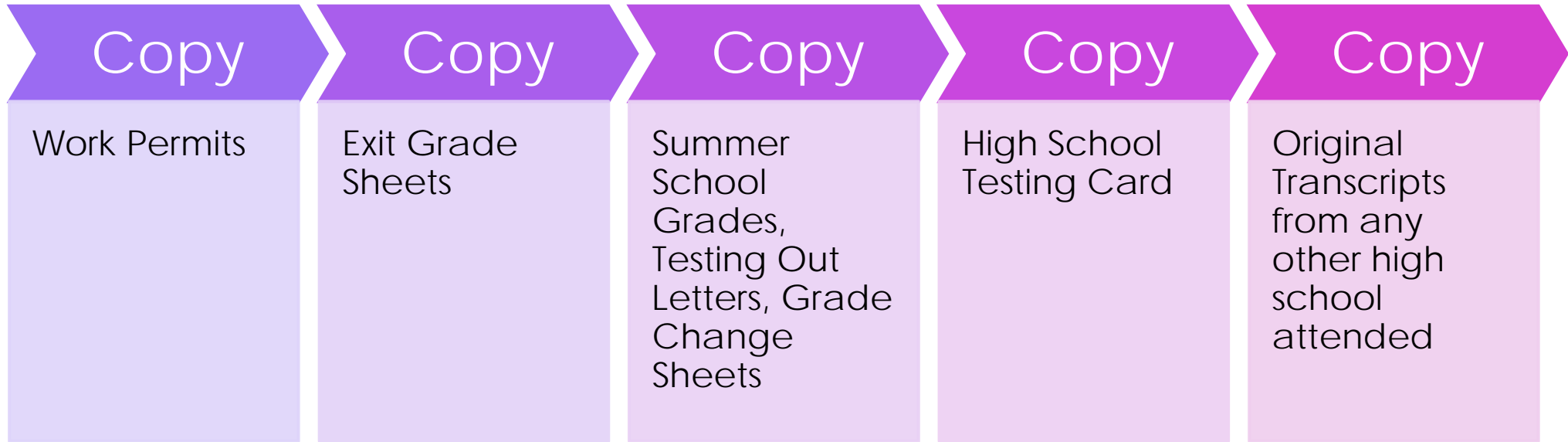
- ▶ **Testing Cards**

- ▶ Stored separately in middle and high school
- ▶ Elementary schools should pull and alphabetize 5th graders prior to sending to appropriate school
- ▶ Insert prior to transferring CA-60 to high school

Drop/Withdrawals Vitals

- ▶ Copy the front side of the CA-60
 - ▶ Make sure it as a UIC label
- ▶ Copy the testing card
- ▶ Copy the last report card or transcript
- ▶ Current emergency card with guardian/foster home information
- ▶ Original requests for records
- ▶ Original waiver/exemption letters
- ▶ Amendment/Destruction of record requests
- ▶ Original withdrawal form
 - ▶ Required at high school level

Additional Vitals for High Schools



Drop/Withdrawal Student Records

- ▶ 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 the student became inactive.
- ▶ After the three year period records should be forwarded to Cherie Natole at Central Office for scanning

Never Requested Student Records

Vitals should be paper clipped and put in front of the student's file

Retain entire CA-60 at school for three years

After the third year forward to Central Office where vitals are scanned and entire CA-60 is held until date of student's expected graduation

High School Graduates

- ▶ Final transcript with graduation activity and graduation date filled out in the top.
- ▶ They should also be legibly stamped with graduation date and signed by the student's counselor or the school's principal