

**STUDENT RECORDS**  
**Guidelines for Student Record Retention and Purging/Disposal of Records**  
**GRADES K-12**

The following procedure is based on the Schedule of Records Retention and Disposition (SRRD) adopted by the Fairfield City School District as stated in Board Policy EDD. Fairfield City Schools Schedule of Records Retention and Disposition (SRRD) Section 3101 lists records in the student file that must be maintained permanently. In Fairfield City Schools the permanent student record can include, but is not limited to the following:

- A. Green Student Cumulative Record/Folder
- B. Orange English as a Second Language (ESL) File/Card
- C. Intervention (Teal) Folder
- D. Green Health Record/Folder
- E. Special Education Confidential File
- F. Red 504 File/Folder
- G. Career Folder

A. Green Student Cumulative Record/Folder

The green student cumulative folder is part of each student's permanent record and should be kept in the building office. The building administrator or designee is responsible for maintaining and purging the folders appropriately as stated in this policy.

The green student cumulative folder should contain:

1. Enrollment Information – All registration materials completed by the parent upon student's entry into Fairfield City Schools. Forms may include "Student Registration," "Home Language Survey," "Affidavit I," "Permission to Release Personally Identifiable Student Information" "Special Services," and "Immigrant Youth Information Sheet." There may also be an Affidavit II form.
2. Correct biographical information recorded (name, address, telephone number, parent name, student ID number, etc.)
3. All address changes documented through registration
4. Copy of birth certificate or other identifying form (passport, etc.)
5. Copy of student's social security card, if one currently exists in the file
6. Any legal documents, such as custody papers, divorce papers in which child is referenced, etc., if applicable.
7. Information regarding child care or transportation for the current year, if applicable.
8. All foreign exchange records, if applicable
9. Pre-school screening profile (for three years)
10. Any of the above-mentioned documents which are a result of the student transferring from another district
11. Grade labels/attendance records, student photos, and next grade assignment (this includes home instruction grades) (Note: Home instruction grades should be calculated with the quarterly and/or final grade and printed on the grade label)

12. Copy of the student's most recent "Emergency Medical Authorization" form. For students in grades 7-12, a copy of the "Emergency Medical Form" must be kept in a file readily accessible to office personnel.
13. District forms for purpose of student transfer from one building to another with superintendent/designee approval (including Intradistrict Open Enrollment Form and AYP School Choice Form.)
14. Color-coded reference to other reports which exist, such as IEPs and multi-factored team reports, physician's reports, etc. (The actual report should not be kept in this folder.)
15. Withdrawal Information – A withdrawal form/record request from another district or parent/guardian

The following items should be added yearly to the green student cumulative/record folder as applicable:

1. Attendance/grade labels and K-8 report cards
2. School photos
3. Transcripts for grades 9-12

#### Purging Guidelines for the green Student Cumulative Record/Folder

The following documents should be purged from the student's green cum/record folder:

1. Emergency Medical Form - Emergency medical forms must be kept until superseded. Do not purge at the end of the school year. Purge the form in the fall of the following school year as a new emergency medical form is placed in the cumulative folder or collected and placed in a file readily accessible by office personnel. If the "Emergency Medical forms do not travel from one building to the next in the student's green cumulative folder, the forms must be bundled together and sent to the next building". (SRRD Section 3401\*)
2. Purge all previous report cards during the sixth grade year.
3. Pre-School Screening Profile – The pre-school screening profile must be kept for three years. This profile may be purged at the end of second grade. (SRRD Section 3302\*)
4. Outdated notes or forms (including information regarding child care, transportation information, and/or intradistrict enrollment form) sent to school by the parents (unless needed for documentation purposes, then placed in the intervention folder.)
5. Intradistrict Open Enrollment Form – Any District forms for purpose of a student transfer from one building to another (including Intradistrict Open Enrollment form and AYP School Choice form) must be placed in the student file. These forms and any related documents (including evidence of parental meetings, if any, and evidence of notification of parents) must be kept for one year after the student leaves the building. (SRRD Section 3801\*)
6. Any hard copy grade documentation for home instruction students should be placed in the teacher(s) grade books(s) and kept for three years (SRRD Section 3301\*)

### Orange English as a Second Language (ESL) Record/Card

The orange ESL record card is part of each student's permanent record and should be kept inside the green student cumulative folder in the building office. The building administrator or designee is responsible for maintaining and purging the folders appropriately as stated in this policy.

The ESL file should contain:

1. Program Tracking Dates
2. Labels with information and/or results from Ohio Test of English Language Acquisition (OTELA) Test
3. A copy of the current English Language Learner Plan
4. Letters from parents who decline services

### Purging Guidelines for the Orange English as a Second Language (ESL) Folder

1. Purge the English Language Learner Plan when the current school year plan is filed.

## B. Intervention (Teal) Folder

The teal intervention folder is part of each student's permanent record and should be kept in the building office. The building administrator or designee is responsible for maintaining and purging the folders appropriately as stated in this policy. The purpose of this folder is to document test results and to show the intervention steps taken by classroom teachers as well as the school system to help students be successful. Intervention, as defined by the Ohio Department of Education, includes enrichment as well as remediation. Each student is to have a teal intervention folder which follows him/her from entry through grade 12.

The intervention folder should contain:

1. A label containing the student's state-wide testing results, including the Ohio Graduation Test, Ohio Achievement Test, diagnostics (including DIBELS) and OTELA scores, as applicable.
2. Score reports for state-wide achievement tests (including the Ohio Achievement Test and the Ohio Graduation Test) – Hard copy student score reports should be filed in a location that is accessible for the following year's teacher. At the end of the year, the reports may be purged.
3. DIBELS (diagnostic) information - The DIBELS booklets should be filed in the intervention folder for the year following the assessment. At the end of the following year retain the top page with the scores and discard the rest of the booklet.
4. Diagnostic information for grades K-3 (including DIBELS) – Student test booklets should be filed in the intervention folder or placed in a location that is accessible for the following year's teacher. At the end of the following year, they may be purged.

5. A label containing the student's standardized test results as applicable – (for Kindergarten, include copies of appropriate year end assessment.)
6. Intervention referrals, notes and/or recommendations
7. Summer school recommendations (or parent's denial of services) for third grade students who do not score proficient or above on either administration of the third grade Ohio Reading Achievement Test
8. Summer school progress report, if applicable
9. Documentation of recommendations for class placement (such as transition, retention, special classes, etc.) and parent's signature of acceptance or refusal of such recommendations
10. Professionally-written notes regarding the student if at-risk of not succeeding
11. Teacher's classroom Intervention Record for the student
12. Copy of any parent notes which explain parent's positions on issues of intervention, response to teacher's/school's communication, etc.
13. Any other documentation which shows the teacher's and/or school's attempt to provide intervention for the student

The following items should be added yearly to the intervention folder as applicable:

1. Labels with student's Ohio Achievement Test scores or Ohio Graduation Test scores
2. Labels with student's DIBELS and/or Diagnostic scores
3. Labels with student's other standardized test scores as applicable
4. Labels with student's OTELA scores as applicable

#### Purging Guidelines for the Intervention (Teal) Folder

The following items should be purged as scheduled:

1. Hard copy student score reports for state-wide achievement tests (Item 2 above) should be filed in a location that is accessible for the following year's teacher. At the end of the year, the reports may be purged. This data is captured on the label that is placed permanently in the student's teal intervention folder and is stored in a data base housed in District Office.
2. Diagnostic information for grades K-3 (Item 4 above) – Student test booklets should be filed in the intervention folder or placed in a location that is accessible for the following year's teacher. At the end of the following year, the student test booklets may be purged when the new diagnostic test has been given. (SRRD Schedule 3704\*)

#### C. Green Health Record/Folder

The green health record folder is part of each student's permanent record and should be kept in the nurse's office. The building administrator or designee is responsible for maintaining and purging the folders appropriately as stated in this policy.

The green health record/folder should contain:

1. The current year's emergency medical authorization form, medication forms/records "Fairfield School Health History" completed by parent upon student's enrollment
2. All immunization records
3. Any other documents deemed appropriate by the school nurse

Purging guidelines for the green Health Record/Folder

1. The following documents may be purged as scheduled:
2. Emergency medical form must be kept until superseded. Do not purge at the end of the school year. Purge the form in the fall of the following school year as a new emergency medical form is placed in the cumulative folder. (SRRD Section 3401\*)
3. Health/medical records, visual screening, hearing screening and immunization records must be kept for seven (7) years after graduation. (SRRD Section 3201)
4. Child abuse, neglect and referral letters must be kept through graduation. (SRRD Section 3204\*)
5. Accident reports must be kept for five (5) years and then may be purged provided no action is pending. (SRRD Section 3204\*)

D. Special Education Confidential File

Some students may have a confidential file folder resulting from testing and/or placement for/in a special education program. There are two special education confidential (psychological) files, the master/due process file and the building file. The master/due process file is maintained in the Special Services office. The building file is maintained in the office where the student attends. The building confidential file follows the student from building to building.

The building confidential file is required to be locked at all times and only those with an educational interest in the student are permitted to access the files. Anyone accessing the file (unless otherwise noted), is required to sign and date the form attached to the inside of the file. While under review by the educator, the file must remain in the office in which it is maintained.

To indicate a building confidential file exists, a green dot should be placed on the tab of the green cumulative record/folder. The building administrator or designee is responsible for maintaining and purging the confidential file appropriately as stated in this policy.

The building special education confidential file should contain:

1. Multi-Factored Evaluation (MFE)/Evaluation Team Report (ETR) - The MFE/ETR may not be copied. If a parent requests a copy of the MFE, they are to be referred to Special Services office to address the request.
2. Individual Education Plan (IEP) – The IEP may be copied for educational use by the student's teacher(s).

### Purging Guidelines for the Special Education Confidential File

1. Special education (confidential) files are to be kept permanently in the building the student attends, regardless of whether a student qualifies for special education services or is dismissed from services. (SSRD Schedule 3305\*)
2. If a child withdraws from the district, the file is to be sent to Special Services office.

### E. Red 504 File/Folder

Some students who have a disability, but are not on an Individual Education Plan (IEP), may be placed on a 504 Plan. The 504 Plan is a document that is maintained in two locations, the Special Services office and the building the student attends. The 504 Plan maintained in the building is located in the building office within the confidential file in a red file folder. The red 504 file follows the student from building to building.

Teachers with an educational interest in the student are permitted to access and copy the files as needed for educational purposes. The copied files must remain confidential and if no longer needed must be destroyed.

To indicate a building 504 file exists, a green dot should be placed on the tab of the green cumulative record/folder. The building administrator or designee is responsible for maintaining and purging the red 504 file appropriately as stated in this policy.

### Purging Guidelines for the Red 504 File/Folder

1. The contents of the red 504 file/folder are to be kept permanently in the building the student attends.
2. When a grade level advances from one building to the next, band all of the red 504 file folders together and send them to the next building.
3. If a child withdraws from the district, the file is to be sent to Special Services office.

### F. Career Folders

If a career folder exists, it should be retained until a student is ready to graduate. At that time the career folder should be given to the student.

### G. File Retention Guidelines for Permanent Records of Graduates

The special education confidential file and the red 504 file/folder are returned to the Special Services office when the student graduates.

The permanent files for a graduate are maintained in their entirety for one full year after student graduates.

After the one year period, the files are purged and the following records must be retained permanently:

1. Green student cumulative record/folder containing grades and verification of date and place of birth.
2. Copies of report cards, grades 9-12
3. Transcript (course enrollment and grades)
4. ACT/SAT scores
5. Teal intervention folder containing test scores
6. Dates and record of attendance
7. Date of graduation or withdrawal
8. Orange English as a Second Language folder/card (if applicable)

Health records must be retained as noted in Section C of this policy.

#### H. Retention of Student Records Not Contained in the Aforementioned Files/Folders

Some student records are maintained in locations other than the permanent files/folders listed above. These include the following:

##### Unpaid Fees

As students move from one building to the next, an itemized list of unpaid fees/fines should be attached to applicable students' report cards. Bind them together, and send them to the next building.

##### Absence Notes

Absence notes sent to school by the parents must be kept for five (5) years. (SRRD Schedule 3701\*)

##### Discipline Records and Parent Notes

Letters to parents regarding discipline issues and office discipline records must be kept for five (5) years. (SRRD Schedule 3202\*)

##### Activities Record

The information will be gathered in the buildings for students in grades K-12 and entered into DASL by the administrator or designee. This information must be stored in DASL permanently.

##### Suspensions/Expulsions

The hearing officer/truant officer maintains this information permanently at District Office.

##### Home Schooled Student Records

Centralized Registration maintains this information permanently at District Office.

##### Student/Internet Use Release Form

Annually, students who wish to have or are required by course enrollment to have technology and communication services access during the school year must submit a properly-signed access authorization and release/agreement form. Students are asked to sign a new access and release/agreement form each year after reviewing the policies and regulations of the District. (Board Policy EDE)

This authorization and release/agreement form must be kept for at least one year after the student leaves the building. (SRRD Section 3501\*)

Residential/Custody Referrals

The residential/custody referrals must be kept for one year after the student leaves the building. (SRRD Section 3901\*)

I. Record Commission Purging Requirements

Student records marked with an asterisk (\*) in this Board policy must be purged according to the Fairfield City Schools Schedule of Records Retention and Disposition (SSRD).

All of the items referenced in the schedule must be entered on the RC-3 Certificate of Records Disposal by the administrator or designee of the building/office submitting the request. It is then reviewed by the Fairfield City School District Records Commission for submission to the Historical Society and the Auditor of State. (Refer to Board Policy EDD for a copy of SSRD and RC-3.).

When approval is received from the Historical Society and Auditor of State, the Treasurer's Office notifies the administrator or designee who has completed the RC-3 that it is acceptable to destroy the documents requested.

[Approval date: June 29, 2000; Revised: May 23, 2011]