

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. Student Cumulative Records (Green Folders)
- B. Intervention Records (Teal Folders)
- C. Response to Intervention (RtI) Records (Yellow Folders)
- D. Special Education Confidential Records
- E. 504 Records (Red Folders)
- F. English as a Second Language (ESL) Records (Orange Folders)
- G. Health Records (Green Folders)
- H. Gifted Education Information (Blue Folder)

A. Student Cumulative Records (Green Folders) Description & Contents

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 must 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. Most recent 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. Year-end report cards and year-end transcripts (9-12 only), 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.
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 folder as applicable:

1. Year-end report cards for grades K-8
2. Year-end Transcripts for grades 9-12
3. School photos

Purging Guidelines for Student Cumulative Records (Green Folders)

The following documents must be purged from the student's green cumulative 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. Any first quarter, second quarter, and third quarter report cards that remain in file.
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 must be placed in the teacher(s) grade books(s) and kept for three years (SRRD Section 3301*)

Students Withdrawing from Fairfield City School District

When a student withdraws from FCSD, a copy of materials from all folders listed below that a student has must be made, bound together in each separate group, and placed in the cumulative green folder. The cumulative folders are to be kept in the building where student last attended.

B. Intervention Records (Teal Folders) Description & Content

The teal intervention folder is part of each student's permanent record and must 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 must contain:

1. A label containing the student's state-wide testing results, including the Ohio Graduation Test, Ohio Achievement Test, and diagnostics (including DIBELS and DAZE).
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, DAZE, and DMA) – Student test booklets should be filed in the intervention folder or placed in a location that is accessible for the following year's teacher.
5. Reading Intervention Plans created as a result of student not meeting benchmark at the beginning of a school year in grades K-3
6. A label containing the student's standardized test results as applicable – (for Kindergarten, include copies of appropriate year end assessment.)
7. Intervention referrals, notes and/or recommendations
8. 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
9. Summer school progress report, if applicable

10. Documentation of recommendations for class placement (such as transition, retention, special classes, etc.) and parent's signature of acceptance or refusal of such recommendations
11. Professionally-written notes regarding the student if at-risk of not succeeding
12. Teacher's classroom Intervention Record for the student
13. Copy of any parent notes which explain parent's positions on issues of intervention, response to teacher's/school's communication, etc.
14. Any other documentation which shows the teacher's and/or school's attempt to provide intervention for the student including but not limited to after school programming, Title I, etc.

The following items must 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 Intervention Records (Teal Folders) Folder

The following items must be purged from the Intervention folder 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) – At the end of the following year, the student test booklets (including DIBELS and DAZE) may be purged when the new diagnostic test has been given. (SRRD Schedule 3704*)

C. RtI Records (Yellow Folders)

As a student progresses through the learning process, there are times where assessments and classroom performance show that he/she may need additional support and intervention in order to be successful. At this time, a team of adults, including but not limited to the teacher, psychologist, building administrator, and parent are formed to determine the best course of action to help the child. A plan is developed called a Response to Intervention (RtI) Plan. The information in this plan and is stored in the main office in a yellow folder and follows the student from building to building. It is not part of a student's permanent record. It contains all of the information from the Intervention Records and the Student Cumulative Records along with additional information that the team deems necessary.

Purging Guidelines for RtI Records (Yellow Folders)

1. The contents of the yellow RtI folders are to be kept in the building the student attends.

2. When a grade level advances from one building to the next, band all of the yellow RtI file folders together and send them to the next building.

D. Special Education Confidential Records Description & Contents

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 Special Education Confidential Records

1. Special education (confidential) records 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 records are to be sent to Special Services office.

E. 504 Records (Red 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 folder 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 Plan 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 folder appropriately as stated in this policy.

Purging Guidelines for 504 Records (Red Folders)

1. The contents of the red 504 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 folders together and send them to the next building.
3. If a child withdraws from the district, the folder is to be sent to Special Services office.

F. English as a Second Language (ESL) Records (Orange Folders) Description & Contents

The orange ESL folder is part of each student's permanent record and must 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 folder must 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 English as a Second Language (ESL) Records (Orange Folders)

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

G. Health Records (Green Folders)

The green health record folder is part of each student's permanent record and must 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 Health Records (Green Folders)

1. The following documents must 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 and 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*)

H. Gifted Education Information Files (Blue Folders)

The blue gifted information folder is part of the permanent record for students who have been identified as gifted and for whom a written educational plan has been written. It will be kept in with the student's cumulative file. The building administrator or designee is responsible for maintaining and purging the folders appropriately as stated in this policy.

The blue gifted information folder should contain:

1. The student's written educational plan (WEP)
2. Documentation to support the WEP's goals

Purging Guidelines for Gifted Education Information Files

1. Gifted education information files are to be kept permanently in the building the student attends
2. If a child withdraws from the district, the records are to be sent to Curriculum Office attention to Instructional Specialist for Gifted Education.
3. When a grade level advances from one building to the next, band all of the blue education information files together and send them to the next building.

I. Retention Guidelines for Permanent Records of Graduates

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

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

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

1. Green student cumulative record folders containing grades and verification of date and place of birth
2. Copies of report cards
3. Transcript (course enrollment and grades)
4. ACT/SAT scores
5. Intervention records containing test scores (teal folders)
6. Dates and record of attendance
7. Date of graduation or withdrawal
8. English as a Second Language records, if applicable (orange folders)

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

I. Retention of Student Records Not Contained in the Aforementioned

Some student records are maintained in locations other than the permanent records 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 Records

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 Forms

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*)

J. 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.

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