

## Student Records TSLAC Mimimum Retention Periods

Required	Life of Record	Comments
<b>Student Records:</b>		
Cumulative Record-Grades PK-8	Date of wd, + 5 yrs	
Academic Achievement Record 9-12	<b>Permanent</b>	
Date of Birth documentation	Admin. Valuable (AV)	Exempt from destruction request
Custody Documents	Until student is 18 yrs	If superseded, then AV & exempt
Enrollment/registration forms	Date of wd, + 5 yrs	
Home language surveys	Date of wd, + 5 yrs	
Parental permission records-field trips	Until cessation of activity + 2 yrs	If an accident occurs, then extend
Withdrawal/record transfer forms	AV for sending & receiving ISDs	Exempt from destruction request
Tests (TAAS,etc), if label affixed to PRC	1 yr after affixing label	Exempt from destruction request
Tests (TAAS,etc), no label, grades 9-12	<b>Permanent</b>	
Tests (TAAS,etc), no label, grades PK-8	Date of wd, + 5 yrs	
Other tests (reading/math profiles)	Date of wd, + 5 yrs	
<b>Attendance:</b>		
Correspondence from parents ref abs	AV	
Correspondence w/ courts ref compulsory	2 years	
Attendance officer's logs ref home visits	2 years	
Transfers between districts	5 years	
Attendance reports	5 years	
<b>Student Health:</b>		
Accident reports	5 years or 2 yrs after age 18	Whichever is later
Correspondence with parents ref health issues	2 years	
Cumulative health cards	Date of wd + 2 years	
Emergency cards	Until superseded or withdrawn	Whichever is sooner
Exclusion from participation documents	1 year, or date of wd + 2yrs	If a one year affidavit, exempt
Verification of mumps or measles	Date of wd + 2 years	
Verification from physicians ref testing (sight..)	Date of wd + 2 years	
Health screening documentation - worksheets	AV after entry on cum health card	Exempt
Vision, hearing and spinal screening	2 years	
Immunization records	Date of wd + 2 years	
Physician referrals and reports	AV after entry on cum health card	
Reports to enforcement agencies	2 years	
Logs or reports of medications or treatments	3 years	
Parent requests and dr authorizations	End of request period + 2 years	
<b>Instruction:</b>		
Grade books	1 year after entry in AAR or CR	
Grade reports - principal's report, ranking, etc	AV	Exempt
Report cards	1 year after entry in AAR or CR	At PK-8 if no CR, keep Date of wd + 5
<b>Discipline &amp; Counseling:</b>		
Discipline records - Expulsion, AEP	5 years	
Discipline records - other	AV	Exempt
Guidance and counseling - individual files	AV, unless for sp program	Exempt, if sp prog, keep for that period

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<b>Special Populations:</b>		
<b>Special Education</b>		
Enrollment lists and rosters	5 years	
Student records	Cessation of svcs + 7 years	
Student records, grades 9-12	Permanent	Name, address, ID, SSN, and grades only
<b>Bilingual Education student records</b>	Cessation of svcs + 5 years	
<b>Gifted &amp; Talented student records</b>	Cessation of svcs + 5 years	
<b>Section 504 Program student records</b>	Cessation of svcs + 5 years	
<b>Dyslexia Program - Student records</b>	Cessation of svcs + 5 years	
<b>Other</b>		
Impact Aid Survey Forms	5 years if eligible, otherwise AV	