

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE
STUDENT RECORDS**

STUDENT CUMULATIVE RECORDS

TITLE 14 – Education, 200 Administration and Operations

252 Required Educational Records and Transfer and Maintenance of Educational Records

1.0 Definitions: The following words and terms, when used in this regulation, shall have the following meaning unless the context states otherwise:

“Court Orders” shall mean any written direction from a court of competent jurisdiction directed to the student or affecting the student’s care or custody.

“Discipline Record” shall mean information about any and all periods of out of school suspension or of expulsion from the regular school setting imposed on a student as a result of an infraction of the school or district’s code of conduct or other rules.

“Emergency Treatment Card” shall mean the card containing the general emergency information and procedures for the care of a student when the student becomes sick or injured in school as required in 14 DE ADMIN CODE 811.1.1

“Identifying Data” shall mean the name of the student, date of birth, sex, race/ethnicity, address, telephone number, Delaware student identification number and the name of the parent(s), guardian(s) or Relative Caregiver.

“Progress Report” shall mean a single record maintained for each student in kindergarten through grade 8 that contains end of year and up to date grades; standardized test(s) scores such as the DSTP and attendance data for each year of the student’s attendance.

“School Health Record” shall mean the form required by 14 DE ADMIN CODE 811.2.0 for Delaware public school students.

“Student Transcript” shall mean a single record maintained for each student in grades 9 and above that contains the following: end of year and up to date grades; credits earned; class rank; Grade Point Average (GPA); withdrawal or graduation date; standardized test (s) scores such as the DSTP, SAT, PSAT, ACT; attendance data and school activities. If applicable, a list of the career-technical competencies achieved by a student enrolled in a specific career-technical program shall also be included.

2.0 Education Records Required by Schools in Delaware

2.1 Each Delaware school shall maintain a Cumulative Record File either as an electronic or paper file for each student enrolled.

2.1.1 The student Cumulative Record File shall contain the Emergency Treatment Card, Identifying Data, School Health Record, Progress Report, Student Transcript (for students in grades 9 and above) and Discipline Record.

2.1.2 The student Cumulative Record File shall also contain any Court Orders in the school or district’s possession, to the extent the school or district maintains such documents for an individual student.

2.1.3 In addition, the Cumulative Record File for a child with a disability as defined in 14 DE ADMIN CODE 925 shall contain any records related to the identification, evaluation, placement, and provision of a free appropriate public education. Such documents may be collected and maintained separately.

3.0 Transfer Of The Records Of Public School And Private Schools Students

3.1 When a student transfers from a public school, private school or an educational program operated by the Department of Services for Children Youth and Their Families to any other school in Delaware, the receiving school shall immediately request the Cumulative Record File from the sending school or program.

3.2 The Cumulative Record File shall follow each student transferred from one school to another including files for each student with disabilities transferred from one school to another.

3.2.1 Public schools, school districts, private schools and educational programs operated by the Department of Services for Children Youth and Their Families shall promptly transfer a student's Cumulative Record File upon the request of a receiving school.

3.2.2 Unpaid student fees or fines shall not be a basis for a public school, school district or an educational program operated by the Department of Services for Children Youth and Their Families to deny or to delay transfer of the Cumulative Record File.

3.2.3 Students shall not be denied enrollment into a public school on the grounds that the student's Cumulative Record File has not been received.

3.3 Before transferring student records, a public school, school district or private school shall specifically confirm that the Cumulative Record File contains the student's Discipline Record.

3.4 When students transfer to a Delaware school from any other school including a school in a foreign country the receiving school is responsible for having the transcripts evaluated.

4.0 Maintenance Of The Education Records Of Public Schools

4.1 The Delaware School District General Records Retention Schedule published by the Delaware Public Archives shall be followed as to the length of time and special considerations for the maintenance of education records.

4.2 Contracts for storage of student records of graduates, withdrawals and special education students for district storage, shall be initiated between the school district and the Delaware Public Archives.

4.3 The Cumulative Record Files for students who have graduated from or who left school prior to graduation from high school shall be stored at the school or district of last attendance or in the Delaware Public Archives.

5.0 Destruction Of Education Records Of Public Schools

5.1 The Delaware School District General Records Retention Schedule published by the Delaware Public Archives shall be followed as to the length of time and special considerations for the destruction of any education records.

5.2 The destruction of educational records of children with disabilities shall also comply with the requirements of 14 DE Admin Code 925. 8 DE Reg. 1112 (2/1/05)

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SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSS-001	STUDENT CUMULATIVE RECORDS K-12 / TRANSFER, WITHDRAWAL, OR DROP (PUBLIC, CHARTER, VOCATIONAL SCHOOLS)	Record / Info Copy	Local School / Guidance Office	CONF	ONE HUNDRED YEARS	<p>Retain at agency through the end of each school year after transfer, withdrawal, or drop; purge according to approved purge list (Page #71); transfer to Delaware Public Archives for duration of retention period; destroy.</p> <p>NOTE: EFFECTIVE 2/2005 HEALTH RECORDS AND DISCIPLINE RECORDS SHALL BE INTERFILED WITH THE STUDENT CUMULATIVE RECORDS AT THE TIME OF GRADUATION OR WITHDRAWAL.</p> <p>Title 14 Education 200 Administration and Operations 252 Required Educational Records and Transfer and Maintenance of Educational Records</p> <p>NOTE: FOR THOSE SCHOOLS THAT HAVE NOT TRANSFERRED STUDENT CUMULATIVE RECORDS, HEALTH RECORDS OR DISCIPLINE RECORDS PRIOR TO THE 2004-2005 SCHOOL YEAR, THOSE RECORDS WILL ALSO HAVE TO BE COMBINED BEFORE TRANSFERRING TO THE DELAWARE PUBLIC ARCHIVES.</p> <p>Revised 2006</p>

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SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSS- 002	STUDENT CUMULATIVE RECORDS / GRADUATES (PUBLIC, CHARTER, VOCATIONAL SCHOOLS)	Record / Info Copy	Local School /Guidance Office	CONF	ONE HUNDRED YEARS	<p>Retain at agency through the end of each school year after transfer, withdrawal, or drop; purge according to approved purge list (Page #71); transfer to Delaware Public Archives for duration of retention period; destroy.</p> <p>NOTE: EFFECTIVE 2/2005 HEALTH RECORDS AND DISCIPLINE RECORDS SHALL BE INTERFILED WITH THE STUDENT CUMULATIVE RECORDS AT THE TIME OF GRADUATION OR WITHDRAWAL.</p> <p>Title 14 Education 200 Administration and Operations 252 Required Educational Records and Transfer and Maintenance of Educational Records</p> <p>NOTE: FOR THOSE SCHOOLS THAT HAVE NOT TRANSFERRED STUDENT CUMULATIVE RECORDS, HEALTH RECORDS OR DISCIPLINE RECORDS PRIOR TO THE 2004-2005 SCHOOL YEAR, THOSE RECORDS WILL ALSO HAVE TO BE COMBINED BEFORE TRANSFERRING TO THE DELAWARE PUBLIC ARCHIVES.</p> <p>Revised 2006</p>

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SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSS-003	STUDENT CUMULATIVE RECORDS / VOCATIONAL-TECHNICAL					
	A. Graduates and Withdrawals					NOTE: Use Series #GSS-001 and GSS-002.
	B. Time Share Student Cumulative Records	Record Copy	Vo-Tech	CONF	ONE HUNDRED YEARS	Retain at agency after graduation, transfer, withdrawal or drop; transfer originals to Delaware Public Archives for 100 yrs; destroy.
		Info Copy	Home School	CONF	ONE HUNDRED YEARS	NOTE: The home school only records attendance at Vo-Tech, total credits earned and grade average.
	C. Competency Sheets Individual competency ratings in various areas of skills directly relating to the trade, personal social skill ratings, and grades achieved.	Record Copy	Vo-Tech	CONF	ONE HUNDRED YEARS	Retain at agency after graduation, transfer, withdrawal, or drop; transfer originals to Delaware Public Archives for 100 yrs; destroy. NOTE: Competency Sheets are not maintained in the cumulative folder nor was the information sent to the home school.
	D. Cosmetology Student Cumulative Records Course credit hours completed by each student.	Record Copy	Vo-Tech	CONF	ONE HUNDRED YEARS	Retain at agency after graduation, transfer, withdrawal, or drop; transfer to Delaware Public Archives for 100 yrs; destroy.
						Revised 2006

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SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSS-004	<p>SPECIAL EDUCATION STUDENT CUMULATIVE RECORD AND AUDIT FILE</p> <p>All documentation on students enrolled in Special Education programs. Files may contain the following documents: Transcripts or grades completed, health records, medical evidence, emergency treatment data card/form, referral forms, parental/guardian/relative caregiver consent, testing results, Individualized Education Program (IEP), support documentation, IEP team minutes, psychological reports, hearing and vision test results, classroom observation, re-evaluation data, eligibility meeting minutes, notice of meetings, evaluation reports and dismissal form.</p>	Record Copy	Local School	CONF.	ONE HUNDRED YEARS	<p>Retain at agency 3 yrs after graduation, transfer, or withdrawal, attaining the age of 21 or termination of service; successful federal audit; notify parents/guardian/relative caregiver or students (18 or older); purge according to approved purge list, (located at the end of the Student Records section); transfer to Archives for 97 yrs; destroy.</p> <p>34CFR 76.730 and 731</p> <p>NOTE: When grant support is continued or renewed at annual or other intervals, the retention period for the records of funding period starts on the day grantee or sub-grantee submits to the awarding agency its single or last expenditure report for that period. However, if grant support is continued or renewed quarterly, the retention period for each year's records starts on the day the grantee submits its expenditure report for the last quarter of the federal fiscal year. In all other cases the retention period starts on the day the grantee submits its final expenditure report. If an expenditure report has been waived, the retention period starts on the day the report would have been due.</p> <p>34CFR Subtitle A Section 80.42</p>

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SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSS-004	SPECIAL EDUCATION STUDENT CUMULATIVE RECORD AND AUDIT FILE (cont.)	Record Copy	Local School	CONF.	ONE HUNDRED YEARS	<p>NOTE: EFFECTIVE 2/2005 TRANSCRIPTS/GRADES, HEALTH RECORDS, DISCIPLINE SHALL BE INTERFILED WITH THE STUDENT'S SPECIAL EDUCATION FILE AT THE TIME OF GRADUATION, WITHDRAWAL OR TRANSFER.</p> <p>Title 14 – Education, 200 Administration and Operations, 252 Required Educational Records and Transfer and Maintenance of Educational Records. 34CFR Subsection 300.576</p> <p>NOTE: THOSE SCHOOLS THAT HAVE NOT TRANSFERRED SPECIAL EDUCATION STUDENT RECORDS PRIOR TO THE 2004-2005 SCHOOL YEAR WILL ALSO BE REQUIRED TO INTERFILE THE HEALTH RECORDS, TRANSCRIPTS/GRADES AND DISCIPLINE IN THE STUDENT'S SPECIAL EDUCATION FILE BEFORE TRANSFERRING TO THE DELAWARE PUBLIC ARCHIVES. IF TRANSCRIPTS/GRADES WERE SUBMITTED PREVIOUSLY VIA REGULAR GRADUATE RECORDS OR WITHDRAWAL RECORDS, THE AUDIT FILE SHOULD STILL BE PREPARED FOR TRANSFER TO THE DELAWARE PUBLIC ARCHIVES. TRANSCRIPTS/GRADES, HEALTH RECORDS AND DISCIPLINE RECORDS PREVIOUSLY TRANSFERRED AND STORED AT THE DELAWARE PUBLIC ARCHIVES UNDER THE 25 YEAR RETENTION FOR HEALTH RECORDS, AND 50 YEAR RETENTION FOR DISCIPLINE, WILL BE RETAINED FOR THE TOTAL 100 YEARS.</p> <p>Updated 2010</p>

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SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSS-004A	STUDENT SPEECH FILES Information documented on students enrolled in speech therapy. Includes a file on each student, which may contain the following: referral forms, parental/guardian/relative caregiver consent, testing results, Individual Evaluation Program (IEP).	Record Copy	Local School	CONF.	THREE YEARS AFTER CLOSE OF CASE; SUCCESSFUL AUDIT	Retain at agency 3 yrs after close of case; successful federal audit; destroy. Updated 2010

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SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSS-004B	<p>DAPA (DELAWARE ALTERNATE PORTFOLIO ASSESSMENT)</p> <p>Special education student testing files of those students that are not tested under the standard Delaware Student Testing Program (DSTP or current Student Assessment) and used as an alternate method for an assessment tool, with the intention of the portfolio to assist with continuity of programming from year to year as well as assist with IEP (Individualized Education Program) development.</p> <p>Note: These files (DAPA) have been scored by DOE (Department of Education) and returned to the local schools.</p>	Record Copy	Local School	CONF.	SEE RETENTION INSTRUCTION	<p>1) DOE sends three copies of the score report for the portfolio to the schools at the same time. The school's score report should be placed in the student's cumulative record, the parent's score report should be sent to the parent, and the teacher's score report should remain with the portfolio. The district no longer receives individual score reports. A score summary of the DAPA will be sent to the districts.</p> <p>2) Appeal Process: A) Not Appealed: the portfolio contents (including the teacher's score report) should be given to the educator who will be working with the student the following year. B) Appealed: the portfolio is returned to the State (DOE) with the completed appeal form. When the appeal process is completed, it will be returned to the educator who submitted the appeal request. Within two weeks, the portfolio (including the teacher's score report) should be given to the child's current teacher.</p> <p>3) At the IEP meeting following the return of the scored portfolio, the portfolio should be used to assist in evaluating progress, develop IEP objectives that are linked to the Delaware Content Standards, and discuss objectives to be used for the next portfolio. At the conclusion of this IEP meeting, the school should inform the parent(s)/guardians/relative caregiver, that the portfolio is no longer needed to provide education services and they may take it home.</p> <p>(IDEA regulations, 34CFR subsection 300.573)</p> <p>Updated 2010</p>

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GSS-005	<p>STUDENT SCHOOL HEALTH RECORD</p> <p>Record of all health data. Contains the following information: Student name, parents, family physician, dentist, school attending, any illness or health problems, injuries, immunization record, vision testing, hearing testing, referral and tests, physical examination, conferences, long term medication, and student health history update.</p>	Info and Record Copy	Local School	CONF.	ONE HUNDRED YEARS	<p>See Series GSS-001, 002, 003 and 004 for health records retention.</p> <p>NOTE: EFFECTIVE 2/2005 HEALTH RECORDS SHALL BE INTERFILED WITH THE STUDENT CUMULATIVE RECORDS AT THE TIME OF GRADUATION, WITHDRAWAL OR TRANSFER.</p> <p>Title 14 -Education, 200 Administration and Operations, 252 Required Educational Records and Transfer and Maintenance of Educational Records.</p> <p>NOTE: THOSE SCHOOLS THAT HAVE NOT TRANSFERRED STUDENT CUMULATIVE RECORDS, AND HEALTH RECORDS PRIOR TO THE 2004-2005 SCHOOL YEAR WILL ALSO BE REQUIRED TO INTERFILE THE HEALTH RECORDS WITH THE STUDENT CUMULATIVE RECORDS BEFORE TRANSFERRING TO THE DELAWARE PUBLIC ARCHIVES. STUDENT HEALTH RECORDS PREVIOUSLY STORED AT THE DELAWARE PUBLIC ARCHIVES UNDER THE 25 YEAR RETENTION WILL BE RETAINED FOR THE 100 YEARS. Updated 2010</p>
GSS-006	<p>PSYCHOLOGICAL PROCEDURE FILES</p> <p>Reference materials relating to performing psychological evaluations of students.</p>	Info and Record Copy	Local School	CONF.	UNTIL UPDATED	<p>Retain at agency until updated; destroy.</p> <p>Update 2010</p>
GSS-007	<p>STUDENT EDUCATIONAL PROFILE</p> <p>Documents relate to determining need for</p>	Info and Record	Local School	CONF.	SEE RETENTION INTRUCTIONS	<p>Retain at agency. If student is placed in Special Ed Program, file in Special Ed student cumulative folder (Series GSS-004). If student is not placed in</p>

	psychological evaluation of students.	Copy				Special Ed, retain 3 yrs.; destroy.
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GSS-008	<p>PSYCHOLOGICAL STUDENT REPORT FILE</p> <p>Documentation of psychological evaluations of students referred for testing. File may contain the following: parental, guardian, relative caregiver permission; referrals, and report of results.</p>	Info and Record Copy	Local School	CONF.	SEE RETENTION INSTRUCTIONS	<p>Retain at agency. If student is placed in Special Education Program, file in Special Ed student cumulative folder (Series GSS-004). If student is not placed in Special Ed, retain 3 yrs; destroy.</p> <p>Updated 2010</p>
GSS-009	<p>NURSES DAILY LOG</p> <p>Documentation of all health room visits involving illness or injury for each student when the school nurse has administered care. File may contain the following: name of student, grade, teacher, time in, time out, complaint/treatment, disposition, screening, physical exams, parent, guardian, relative caregiver conferences, daily medication sheets/logs, eye, hearing, and vision screening test, and any presentations made by the nurse.</p>	Info and Record Copy	Local School	CONF.	TWENTY-FIVE YEARS	<p>Hard Copy Files; Retain at agency 2 yrs; transfer to State Records Center for 23 yrs; destroy.</p> <p>NOTE: Electronic data maintained via E-School Plus will be retained in electronic format and maintained by the district and Department of Education (Technology Resources and Data Development).</p> <p>Updated 2010</p>

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SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSS-010	<p>EMERGENCY TREATMENT DATA CARD/FORM</p> <p>Card/form completed by parent, guardian or relative caregiver for notification in case of emergency. Parent, guardian or relative caregiver consent for treatment, surgery, diagnostic procedures, etc., in the event that parent, guardian or relative caregiver cannot be reached. Renewed annually.</p>	Info and Record Copy	Local School	CONF.	ONE HUNDRED YEARS	<p>See Series GSS-001, 002, 003 and 004 for health records retention.</p> <p>NOTE: EFFECTIVE 2/2005 MOST CURRENT EMERGENCY TREATMENT DATA CARD/FORM SHALL BE INTERFILED WITH THE STUDENT CUMULATIVE RECORDS AT THE TIME OF GRADUATION, WITHDRAWAL OR TRANSFER.</p> <p>Title 14 – Education, 200 Administration and Operations, 252 Required Educational Records and Transfer and Maintenance of Educational Records.</p> <p>NOTE: THOSE SCHOOLS THAT HAVE NOT TRANSFERRED STUDENT CUMULATIVE RECORDS AND HEALTH RECORDS PRIOR TO THE 2004-2005 SCHOOL YEAR WILL ALSO BE REQUIRED TO INTERFILE THE HEALTH RECORDS PREVIOUSLY STORED AT THE DELAWARE PUBLIC ARCHIVES UNDER THE 25 YEAR RETENTION. THEY WILL BE RETAINED FOR THE 100 YEARS. Updated 2010</p>
GSS-011	<p>DUE PROCESS HEARING OR COMPLAINT FILES</p> <p>Documents relate to requesting a due process hearing and includes summary of evidence, hearing transcript decision of hearing officer and related papers.</p>	Info Copy Record Copy	District Office/ Local School Dept. of Education	CONF.	FIVE YEARS AFTER GRADUATION TRANSFER OR WITHDRAWAL TWENTY-FIVE YEARS	<p>Retain at agency 5 yrs after graduation, transfer, or withdrawal; destroy.</p> <p>(34CFR 76.734)</p> <p>Updated 2010</p>

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GSS-012	<p>STUDENT DISCIPLINE RECORD</p> <p>A. Information about any and all periods of out of school suspension or of expulsion from the regular school setting imposed on a student as a result of an infraction of the school or district's code of conduct or other rules.</p>	Info and Record Copy	Local School/ District Office	CONF.	ONE HUNDRED YEARS	<p>See Series GSS-001, 002, 003 and 004 for discipline records retention.</p> <p>NOTE: EFFECTIVE 2/2005 DISCIPLINE RECORDS SHALL BE INTERFILED WITH THE STUDENT CUMULATIVE RECORDS AT THE TIME OF GRADUATION, WITHDRAWAL OR TRANSFER.</p> <p>Title 14 Education 200 Administration and Operations 252 Required Educational Records and Transfer and Maintenance of Educational Records.</p> <p>NOTE: FOR THOSE SCHOOLS THAT HAVE NOT TRANSFERRED STUDENT CUMULATIVE RECORDS, AND DISCIPLINE RECORDS PRIOR TO THE 2004-2005 SCHOOL YEAR, WILL ALSO BE REQUIRED TO INTERFILE THE DISCIPLINE RECORDS WITH THE STUDENT CUMULATIVE RECORDS BEFORE TRANSFERRING TO THE DELAWARE PUBLIC ARCHIVES. STUDENT DISCIPLINE RECORDS PREVIOUSLY STORED AT THE DELAWARE PUBLIC ARCHIVES UNDER THE 50 YEAR RETENTION WILL BE RETAINED FOR THE 100 YEARS. Revised 2006</p>
	<p>B. NON-OUT OF SCHOOL SUSPENSION</p> <p>Non-Mandatory reporting offenses/infractions. In-School suspension or detention.</p>	Info and Record Copy	Local School	CONF.	ONE YEAR	<p>Retain at agency 1 yr.; destroy.</p> <p>Revised 2006</p>

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SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSS-013	GRADUATE, CLASS RANKING, AND DROPOUT LISTS Includes documents listing graduates (sometimes by class ranking) and dropouts.	Info and Record Copy	Local School/ District Office	CONF.	PERMANENT	Retain at agency 2 yrs after graduation, transfer, or withdrawal; transfer to Archives for permanent preservation. Updated 2010
GSS-014	STUDENT EARLY RELEASE, TARDINESS AND ABSENCE FROM SCHOOL Documentation relating to and verifying absence, tardiness or early release of students during normal operating day. i.e. medical, work, etc. May include related correspondence, parent, guardian or relative caregiver notes/authorized list of people eligible to pick up student from school, log sheets, weather contingency forms for alternate transportation, and any other documents verifying absence.	Info and Record Copy	Local School	CONF.	THREE YEARS	Retain at agency 3 yrs; destroy. Updated 2010
GSS-015	STUDENTS SCHOLASTIC APTITUDE Files relate to administering the SAT to high school seniors planning to attend college and usually includes a summary report, comparative listing, and explanatory information.	Info Copy Record Copy	District Office/Local School Dept. of Education		FOUR YEARS PERMANENT	Retain at agency 4 yrs; destroy. NOTE: Individual test scores (See Student Cumulative Record Series #GSS-001, 002, 003, 004)
GSS-016	STANDARDIZED ACHIEVEMENT TEST FILE Documents relate to administering tests and comparing results and student performance. Includes procedures for	Info and Record Copy	Local School/ District Office		UNTIL UPDATED	Retain at agency until updated; destroy.

	administering the test, summary data for each school and the school system. Also included may be briefing materials such as overhead transparencies.					
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GSS-017	STUDENT COUNSELING CONFIDENTIAL FILES Documents relate to counseling students and include personal documents useful for that purpose such as test results, information about students (family, hobbies, goals, and aspirations), correspondence, and related documents.	Info and Record Copy	Local School	CONF.	TWO YEARS AFTER GRADUATION, TRANSFER, OR WITHDRAWAL	Retain at agency 2 yrs. after graduation, transfer, or withdrawal; destroy.
GSS-018	SCHOOL SOCIAL WORKER (VISITING TEACHER) CASE FILES Documents relate to referring and correcting problems of excessive student absenteeism. Includes referral form, notes, memos, related information showing current status, and related correspondence.	Info and Record Copy	Local School	CONF	SEE RECOMMENDED ACTION	Retain at agency 2 yrs. after graduation, transfer, or withdrawal; destroy. NOTE: If a student transfers to another school in the system, transfer to receiving school social worker.
GSS-019	STUDENT GRADE DISTRIBUTION AND FAILURE REPORT FILE Document relating to reporting student grades and attendance to schools for diagnostic and monitoring purposes.	Info and Record Copy	Local School/ District Office		THREE YEARS	Retain at agency 3 yrs.; destroy.

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GSS-020	<p>DELAWARE MEDICAL ASSISTANCE PROGRAM (DMAP) / CHILDREN'S SERVICES COST RECOVERY PROJECT (CSCR)</p> <p>Documents that substantiate a Medicaid claim for items and services rendered to eligible Medicaid recipients. These files must contain the following minimum information: Date of service, individual's Name, treatment/services rendered, specific amount, duration and type of service provided by a qualified professional/clinician and practitioner's signature.</p>	Info And Record Copy	Local School / Cost Recovery Specialist	CONF	FIVE YEARS	<p>Retain at agency 5 yrs; destroy.</p> <p>Division of Social Services Certification and Policy Manual Provider Contract Title XIX of the Social Security Act</p> <p>Revised 2006</p>
GSS-021	<p>COOPERATIVE EMPLOYMENT STUDENT RECORDS</p> <p>Documentation on cooperative program. Contains Work Papers, Training Agreements, and Job Site Evaluations.</p>	Info and Record Copy	Local School	CONF.	SEE RETENTION INSTRUCTIONS	<p>Retain at agency through end of school year after graduation, withdrawal or transfer; destroy.</p> <p>Perkins Law 29CFR 570 Subpart G Fair Labor Standards Act, Child Labor Laws.</p>
GSS-022	<p>JAMES H. GROVES ADULT HIGH SCHOOL CUMULATIVE RECORDS</p>					<p>Replaced by AEWD-001.</p> <p>Adult basic education program student records now under Dept. of Education/Adult Education & Workforce Development</p> <p>Revised 2008</p>

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GSS-023	<p>IN SCHOOL CREDIT PROGRAM (ALTERNATIVE PROGRAM)</p> <p>Adult Education program that offers students an alternative to earning needed credits to be eligible for graduation from their home school. They attend home school during the day and attend In School Credit program in addition to the home school classes. May contain the following documents: Registration Form, Attendance, course documentation and grades. Grades only are sent to the home school.</p>	Info and Record Copy	Adult Education	CONF	ONE HUNDRED YEARS	Retain at agency through the end of each school year after graduation, transfer, withdrawal, or drop; transfer to State Records Center for 100 yrs.; destroy.
GSS-024	<p>SCHOOL CHOICE APPLICATION FILES</p> <p>Files may contain the following: Application, notice to district of residence, and related correspondence.</p>					
	A. Approved Application Files	Info and Record Copy	Local School/District Office	CONF	SEE RETENTION INSTRUCTIONS	Retain at school of choice and school of residence for 2 yrs, or until student graduates, transfers or withdraws; destroy.
	B. Disapproved Application Files	Info And Record Copy	Local School/District Office	CONF	ONE YEAR OR UNTIL NEXT SUBMISSION DEADLINE	<p>Retain at school of residence for 1 yr, or until next submission deadline; destroy.</p> <p>DE Code Title 14 Education Part I Free Public Schools</p>

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GSS-025	504 ACCOMMODATION PLANS Accommodations of individual student needs that have met the classification as a qualified handicapped individual under section 504 of the Rehabilitation Act of 1973. Plans may include but not limited to the following: Physical arrangements of room, lesson presentation, assignments /worksheets, testing, organization, behaviors, medication, special considerations, discipline, name of participants and case manager. Students qualified for accommodations may or may not be in Special Education.	Info and Record Copy	Local School	CONF	SEE RETENTION INSTRUCTIONS	Retain at agency through the end of each school year after graduation, transfer or withdrawal; file in Student Cumulative Record. (See Student Cumulative Record Series GSS-001, 002, 003, 004). Revised 2006
GSS-026	CAREER TRAINING RECORDS Programs funded through Job Training Partnership Act (JTPA), Perkins and Workforce Investment Act (WIA). These records include student academic progress, employment data and program eligibility certification. Also contained are the following: total hours of attendance, final grades, and certificate of program completion.	Info and Record Copy	Local School	CONF	ONE HUNDRED YEARS	Retain at agency 3 yrs after completion; transfer to State Records Center for 97 yrs; destroy. Revised 2006

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE
STUDENT RECORDS**

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSS-027	<p>APPRENTICESHIP AND TECHNICAL TRAINING STUDENT RECORDS</p> <p>Apprenticeship training is a formal system of acquiring the skills required for a particular occupation. Participants are signatory to a three way agreement between the Department of Labor, their (sponsor), and themselves (apprentice). In addition to receiving 2,000 hours per year of supervised hands on training, the apprentices are required to attend school for a minimum of 144 hours per year. Trade Extension classes are available to adult students who wish to take courses necessary to meet their individual needs. Trade Extension students often attend the apprenticeship classes, but many enroll in specialized certificate programs designed to be short-term and target specific. The Vocational section of the Adult Education Division offers more than 70 different courses ranging from 60 to 200 hours per year. Student records may contain the following documents but not limited to: student name, Trade or Vocational area studied, attendance, enrollment information and grades and documentation of hours.</p>	Info and Record Copy	Local School	CONF / VITAL	ONE HUNDRED YEARS	<p>Retain at agency 3 yrs. after completion; transfer to State Records Center for 97 yrs; destroy.</p> <p>Approved: June 2008</p> <p>Note: This retention applies to New Castle County Vo-Tech School District, Polytech School District and Sussex Vo-Tech School District.</p>

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE
STUDENT RECORDS**

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSS-028	<p>RELATIVE CAREGIVERS' SCHOOL AUTHORIZATION RECORDS</p> <p>The purpose of the creation of these documents is to establish delegation of power for relative caregivers to register minors for school, providing consent in those cases where the student is being cared for by an adult relative caregiver without legal custody or guardianship. The file may contain the following documents: Relative Caregivers' School Authorization Affidavit, copies of letter/notice sent to parents, custodian, or guardian along with certified mail receipt, documentation of proof of relationship and proof of care giving.</p>	Info and Record Copy	Local School/District Office	CONF	TWO YEARS	<p>Retain at agency 2 yrs; destroy.</p> <p>Note: Caregivers' School Authorizations filed prior to January 1 shall be honored for the balance of the current school year and for the subsequent school year. Caregivers' School Authorizations filed on or after January 1 shall be honored for the balance of the current school year and for the two subsequent school years. In either case, the authorization shall expire on August 1 of the applicable school year unless the caregiver receives permission from the school district to extend the length of time that the authorization will be honored. Caregivers' School Authorizations may be cancelled at any time if the minor stops living with the relative caregiver or upon written revocation of the authorization by the child's caregiver, parent, legal custodian or guardian.</p> <p>14 DE Code Chapter 2, Subsection 202</p> <p>Updated 2010</p>
GSS-029	<p>UNIFORM ASSISTANCE RECORDS</p> <p>The purpose of the creation of these documents is to establish monetary assistance in purchasing required school uniforms for those students that qualify for the program. File may contain the</p>	Info and Record Copy	Local School/District Office		FIVE YEARS	<p>Retain at agency 5 yrs; successful audit; destroy.</p> <p>Updated 2010</p>

	<p>following documentation: application, required documentation and approval letter.</p>					
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**PURGE LIST
STUDENT CUMULATIVE RECORDS
SERIES # GSS-001, GSS-002, GSS-003**

ITEMS TO BE RETAINED FOR STORAGE PER: TITLE 14 – EDUCATION; 200 ADMINISTRATION AND OPERATION; 252 REQUIRED EDUCATIONAL RECORDS AND TRANSFER AND MAINTENANCE OF EDUCATIONAL RECORDS.

1. **Identifying Data:** shall mean the name of student, date of birth, sex, race/ethnicity, address, telephone number, Delaware Student Identification number, and name of parent(s), guardian(s), or relative caregiver
2. **Student Transcript:** shall mean a single record maintained for each student in grades 9 and above that contains the following: end of year and up to date grades; credits earned; class rank; Grade Point Average (GPA); graduation or withdrawal date; standardized test(s) scores such as the DSTP (or current student assessment scores), SAT, PSAT, ACT. If applicable, a list of career-technical competencies achieved by a student enrolled in a specific career-technical program shall also be included, plus attendance data (end of year) for each year of the students attendance.
3. **Emergency Treatment Card/Form (most current)**
4. **School Health Record:** shall mean the form required by 14 DE Admin Code 811.2.0 for the DE public school student
5. **Progress Report (a single record maintained for each student in kindergarten through grade 8 that contains end of year grades; standardized test(s) scores such as the DSTP (or current student assessment scores), attendance data(end of year) for each year of the students attendance.**
6. **Discipline Record:** shall mean information about any and all periods of out of school suspension or of expulsion from the regular school setting imposed on a student as a result of an infraction of the school or district’s code of conduct or other rules.
7. **Court Orders**
8. **Early College Admission**
9. **Alternative/Option Education documentation**

Note: Effective 2/2005 Transcripts/Grades, Health Records, Attendance and Discipline shall be interfiled with the student cumulative record at the time of graduation, withdrawal or transfer prior to transferring to the Delaware Public Archives for storage.

Purged records are defined as those records which are not absolutely essential for conduction or continuing business after records become inactive; can be destroyed in accordance with Delaware Public Archives destruction procedures.

Updated 2010

**PURGE LIST
SPECIAL EDUCATION STUDENT AUDIT FILES
RECORD SERIES #GSS-004**

ITEMS TO BE RETAINED FOR STORAGE AFTER FOLLOWING MINIMUM RETENTION REQUIREMENTS:

- 1. SPECIAL EDUCATION AUDIT FILE FACT SHEET (This Fact Sheet would only appear in newly created files, therefore; the information contained on the Fact Sheet should be contained in the older files in various documents which would be retained for storage). The Fact Sheet contains the following information:**
 - **Name**
 - **Address at time of exit from school**
 - **Telephone Number at time of exit from school**
 - **Birth Date**
 - **Student ID Number (if applicable)**
 - **Date and age of entry into Special Education**
 - **Disability classification(s) for Special Education**
 - **High School Diploma or Certificate**
 - **Education History (Name of School/Program, Grade, Date Attended)**
 - **Related Service History Dates**
- 2. IEP Information and Evaluation Information (Final 3 years)**
- 3. Transcripts or Grades completed**
- 4. Health Records**
- 5. Medical Evidence**
- 6. Current Emergency Treatment Data Care/Form**
- 7. Testing Results**
- 8. IEP Team Minutes**
- 9. Psychological Reports**
- 10. Eligibility Meeting Minutes**
- 11. Evaluation Reports**
- 12. Dismissal Form**

Note: Effective 2/2005 Transcripts/Grades, Health Records, and Discipline shall be interfiled with the student's special Education Audit File at the time of graduation, withdrawal or transfer prior to transferring to the Delaware Public Archives for storage.

Purged records are defined as 1) those records which are not absolutely essential for conduction or continuing business after records become inactive or 2) after records become inactive, approved retention period for the audit file containing these documents has been met. Reminder: complete record must be maintained at the agency for three years in accordance with 34CFR Section 76.730 and Section 76.731.

Revised 2009