

Policy: Student Record Document Retention

Approved February 22, 2024

Student Records	Permanent	One year*	Specific time	Notes
SASID / LASID	X			
Copy of birth certificate (<i>Legal name of student & parent, DOB, gender</i>)	X			Copy of birth certificate is optional. Data from birth certificate is required.
Address	X			
Telephone	X			
Immunization record for withdrawals	X			
Immunization record for grads		X		
Exact date of enrollment	X			
Previous schools: Name, City, State	X			
Dates & grade levels	X			
Graduation date	X			
Withdrawal doc: <i>date, next school,</i>	X			
Withdrawal grades		X		
Transcript: <i>classes taken, grades, GPA</i>	X			
Standardized test scores	X			Includes PSAT-suite
College entrance exams and placement test scores	X			
Out-of-district records		X		
Emergency Contact Information		X		
Health Screenings		X		
Adoption & Guardianship	X			Includes name change documents
Discipline: if expelled			Until age 21	
Discipline: if NOT expelled			3 years **	
Discipline: log entries in PowerSchool	X			
Truancy, (letters to parents, etc.)			3 years **	
Signed release of records		X		
Special Service Records			5 years***	IEP, 504, ALP, EL Plans
Counseling Records			5 years***	
Safety Records			3 year**	SRA, Threat Assessment, Safety Plans
Thomas MacLaren evaluations	X			Retention same as final grades
Thomas MacLaren checklists		X		Retention same as progress reports
Other				
Drop Out Records			10 years **	
Transfer In –Transfer Out Records	X			
Enrolled Students				
Letter of Intent	X			MacLaren preference
Enrollment form	X			MacLaren preference
Diagnostic testing	X			MacLaren preference
Never Attended				
LOI, Enrollment form, diagnostic tests			2 years **	MacLaren preference

* Retention of one year information: Purge student records of graduates and withdrawals one year after student exits MacLaren.

Thomas MacLaren policy: Optional information will either be forwarded to new school, for withdrawals, or destroyed 1 year after student withdraws or graduates.

** Number of years to retain records after student exits MacLaren. Long-term safety concerns should be logged into RAPTOR before documents are shredded.

*** 5 years after services no longer given; includes IEP and supporting documentation: Behavior Support Plan; Communication Plan; Evaluations & accompanying reports; Health Care Plan; Literacy Plan; Outside Agency Information; Psychological Report; Referrals, Permissions & Notices; Request for Record; Student Achievement; Student Assessment Reports; Testing Documentation.