



This schedule applies to: School Districts and Educational Service Districts

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of School Districts and Educational Service Districts relating to the function of pre-kindergarten through grade 12 education. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. *CORE* can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with [RCW 40.14.070](#) on November 29, 2012.

Signature on File

For the State Auditor: Cindy Evans

Signature on File

For the Attorney General: Sharon Payant

Signature on File

The State Archivist: Jerry Handfield



Revision History

Version	Date of Approval	Extent of Revision
1.0	1976	Initial version.
2.0	1980	
2.1	1982-1983	
3.0	January 1, 1986	Major revision. Major revision and multiple updates.
4.0	March 31, 1994	
5.0	March, 1999	
5.1	July, 2001	
5.2	December, 2001	
6.0	March 27, 2003	
6.1	May, 2007	Online version; updated electronic records information.
7.0	July 29, 2008	Major revision. Records series common to all local government agencies now appear in the new <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the now begin with the prefix "SD".
7.1	July 30, 2009	Changes to structure/format only; no changes to records series. Indexes added.
7.2	September 29, 2011	Attendance/Absence section completely revised. Records series covering field trips and parental permissions updated. Two new records series added, 14 revised, and 18 discontinued. (Please see Revision Guide for details.) Revision numbers added and previous revision notes removed. Secondary record column deleted. (Secondary records are covered by CORE DAN GS50-02-04.)
8.0	November 29, 2012	Major revision. Health Services section updated. Reformatted entire schedule. 13 new series added; 15 modified for state audit requirements. Archival designations changed. Removed series covered in <i>CORE</i> . (All changes are detailed in the Revision Guide.)

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SUPERSEDED

For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.



1. AGENCY MANAGEMENT

This section covers records relating to agency management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

1.1. COMMUNITY RELATIONS

The activity of the local government agency's interaction with its community.

See CORE – Agency Management for other records relating to the agency's relations with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-03 Rev. 1	<i>Community Challenges of Instructional Materials</i>	Retain for 5 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-05-05 Rev. 1	<i>Descriptive Guide to School District Administration and Buildings</i>	Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR

SUPERSEDED



1.1. COMMUNITY RELATIONS

The activity of the local government agency's interaction with its community.

See CORE – Agency Management for other records relating to the agency's relations with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-01-52 Rev. 1	<p><i>Historical Records, Materials and Artifacts that should be Retained for Commemorative Events and Displays</i> Records documenting significant events or milestones of individual schools, school districts, and educational service districts, where these events are not documented in other records (such as board minutes, students transcripts, etc.) May include, but is not limited to:</p> <ul style="list-style-type: none"> • Award Lists • Class Activities Materials • Baccalaureate and Commencement Programs • Cumulative Class Rankings • Diploma Order Lists • Exhibits • Final Grade Point Summaries • Honor Roll Lists • Graduating Class History Files • Student Newspapers • Yearbooks/Annuals <p>Excludes graduate lists covered by SD51-20-10. Excludes interscholastic awards covered by SD51-20-02. <i>Note: Other historical materials and artifacts (non-records) should also be retained by the school for commemorative events and displays (school reunions, centennials, etc.) or made available to local heritage organizations. Items may include banners, posters, trophies, uniforms, etc.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>



1.1. COMMUNITY RELATIONS

The activity of the local government agency's interaction with its community.

See CORE – Agency Management for other records relating to the agency's relations with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-20-08 Rev. 1	Photo/Media Release – External Usage Records documenting permission for non-school/district entities (such as television/radio stations, newspapers, school photographers, etc.) to use student images. Student images include, but are not limited to, photos, video, and audio recordings.	Retain for 6 years after end of school year. <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-20-09 Rev. 1	Photo/Media Release – School/District Usage Records documenting permission for the school/district to use student images recorded during official school activities/events, by staff or students in an official capacity (e.g. school newspaper, annual staff, etc.) Includes annual student identification/class pictures taken by school-contracted photographer. Student images include, but are not limited to, photos, video, and audio recordings.	Retain for 6 years after image/recording no longer being used <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD2012-062 Rev. 0	Photo/Media Release – Denial of Permission Records documenting parent/legal guardian denial of permission for the school/district to use student images recorded during official school activities/events. Includes opting-out.	Retain until end of school year or until superseded, <i>whichever is later</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-01-35 Rev. 1	Public Research Access Request Request for access to district records for research purposes. Excludes public disclosure requests covered by CORE DAN GS50-09-04. Excludes records relating to release of student records, which are covered by SD2012-068 or SD51-05F-02.	Retain for 3 years after resolution of request <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1.1. COMMUNITY RELATIONS

The activity of the local government agency's interaction with its community.

See *CORE* – Agency Management for other records relating to the agency's relations with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-01-39 Rev. 1	<i>Public Research Access Request Log</i> Excludes public disclosure requests covered by CORE DAN GS50-09-04. Excludes recording relating to release of student records, which are covered by SD2012-068 or SD51-05F-02.	Retain for 3 years after last entry in log <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



1.2. PLANNING, MISSION, AND CHARTER

The activity of documenting and determining the local government agency's objectives, and the means for obtaining them.
See CORE – Agency Management for other records relating to agency planning, mission and charter.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-07-08 Rev. 1	Demographic and Enrollment Projections	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD2011-153 Rev. 0	School Safety Plans Records relating to the agency's plans for ensuring student and staff safety at school. Includes, but is not limited to: <ul style="list-style-type: none">• Safe school plans prepared in accordance with RCW 28A.320.125;• Harassment, intimidation and bullying prevention plans prepared and maintained in accordance with RCW 28A.300.285.	Retain for 6 years after obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



1.3. REPORTING

The activity of providing information as required by regulating authorities. Also includes voluntary reporting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-12-05 Rev. 1	<p>Healthy Youth Survey Results School/district results of the (voluntary) Healthy Child Student Survey sponsored by the Superintendent of Public Instruction, the Departments of Health, Social and Health Services, and Commerce, and the Family Policy Council.</p> <p><i>Note: Statewide survey results are designated as Archival in accordance with the Office of the Superintendent of Public Instruction's records retention schedule.</i></p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
SD51-03C-17 Rev. 1	<p>Impact Aid Programs – Child Not Eligible Federal impact aid surveys completed by parents/legal guardians in accordance with <u>34 CFR §222.35</u>, where the children are determined to be <u>not</u> eligible. Excludes surveys documenting children who <u>are</u> eligible for federal impact aid, which are covered by CORE series GS2011-183, <i>Financial Transactions – Bond, Grant and Levy Projects</i>.</p>	<p>Retain until submittal of the application for federal impact aid <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

SUPERSEDED



1.3. REPORTING

The activity of providing information as required by regulating authorities. Also includes voluntary reporting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-01-37 Rev. 2	<p>Reporting – Office of the Superintendent of Public Instruction (OSPI) – General</p> <p>Records relating to reports required to be submitted to the Office of the Superintendent of Public Instruction (OSPI) in accordance with <u>Title 28A RCW</u> and <u>Title 392 WAC</u>, where not covered by a more specific records series. Includes reports, supporting documentation, confirmation of submission, correspondence, inquiries, revisions, corrections, etc</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Alternative Learning Experience (ALE) enrollment (<u>WAC 392-121-182</u>); • Apportionment, enrollment count, P-223, attendance/absence report, etc.; • Essential Academic Learning Requirements (EALR) implementation verification reports (<u>RCW 28A-230-095</u>); • Ethnicity and race data (<u>RCW 28A.300.505</u>); • Graduation and dropout data; • School safety plan <u>summary</u> (<u>RCW 28A.300.285</u>); • <u>Transportation-related forms and reports</u> (fuel, mileage, McKinney-Vento, Student Transportation Allocation Reporting System (STARS), etc.); • Truancy report; • Weapons and student behavior data. <p>Excludes school safety <u>plans</u> covered by SD2011-153.</p> <p>Excludes reports to federal and other regulatory agencies.</p>	<p>Retain for 4 years after submission of report or until completion of State Auditor’s examination report, <i>whichever is sooner</i> then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED



1.3. REPORTING

The activity of providing information as required by regulating authorities. Also includes voluntary reporting.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-063 Rev. 0	<p>Reporting – Student Health and Safety</p> <p>Records relating to student health and safety submitted to the regulatory agencies as required by federal, state, or local law, or by school/district policy, where not covered by a more specific records series. Includes reports, confirmation of submission, correspondence, inquiries, records documenting revisions/corrections, etc.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none">• Reports of suspected cases, outbreaks, and suspected outbreaks of communicable diseases to the local health department in accordance with <u>WAC 246-101-420</u>;• Annual immunization status report submitted to the Department of Health in accordance with <u>RCW 28A.210.110(3)</u>.	<p>Retain for 4 years after submission of report <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-09-03 Rev. 1	<p>Reporting – Suspected Child Abuse</p> <p>Records relating to suspected child abuse as reported to the Department of Social and Health Services (DSHS) Child Protective Services or to the proper law enforcement agency in accordance with <u>RCW 26.44.030</u>. Includes reports, confirmation of submission, correspondence, inquiries, records documenting revisions/corrections, etc.</p>	<p>Retain for 6 years after submission of report <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.4. SUPERINTENDENT

See CORE – Agency Management for additional executive records relating to the management and day-to-day operations of the district.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05-11 Rev. 1	<p>Accreditation Records documenting accreditation from Northwest Accreditation Commission (NWAC), Educational Service Districts (ESDs), or other accrediting body recognized by the United States Department of Education. Accreditation is a voluntary process for granting public recognition to institutions that meet external standards of quality.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Self-evaluation of the School Improvement Plan (SIP) and/or SIP planning process; • Evaluation conducted by accrediting body; • Certificate of accreditation. <p>Excludes records relating to Basic Education Act compliance covered by SD51-05-10.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
SD51-05-10 Rev. 1	<p>Basic Education Act Compliance Records relating to annual review of the district’s K-12 programs – and reporting to the Washington State Board of Education – to confirm compliance (or non-compliance) with the minimum requirements of the Basic Education Act in accordance with <u>WAC 180-16-195</u>. Includes waiver requests and results.</p> <p><i>Note: This record is retained by the Office of the Superintendent of Public Instruction for 25 years in accordance with its records retention schedule.</i></p>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
SD51-05-06 Rev. 1	<p>Official District Negotiated School Calendars</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>

SUPERSEDED



1.4. SUPERINTENDENT

See CORE – Agency Management for additional executive records relating to the management and day-to-day operations of the district.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05-08 Rev. 1	School Service Boundary Decision Working File	Retain for 3 years after boundary approved by governing body <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-05-02 Rev. 2	School Service Boundary Records Official legal description and drawings of school district boundaries, including director district boundaries.	Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
SD51-05-13 Rev. 2	Superintendent of Schools (General) Records documenting the official duties and actions of the school/district's Superintendent of Schools pursuant to <u>RCW 28A.400.030</u> , where not covered by a more specific records series. May include, but is not limited to, official statement of graduating class, etc. <i>Note: Records documenting school board meetings are covered by CORE series GS50-05A-13.</i>	Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

SUPERSEDED



1.5. TRAINING

The activity of the local government agency providing training to agency employees, contractors, customers, or the public.

See **CORE** – Agency Management for other records relating to training provided by the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04G-01 Rev. 1	<p>Agency-Provided Training – In-Service Education Programs</p> <p>Records documenting approved in-service education programs provided by the local government agency to the public, customers, contractors, or agency employees, where continuing education credits/clock hours are awarded in accordance with <u>WAC 181-85-205</u>.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none">• Curricula, materials presented, tests administered, etc.;• Attendee lists and sign-in sheets, test results, evaluations, etc.;• Certification/hours/credits/points awarded;• All other records required by <u>WAC 181-85-205</u>. <p>Excludes training provided by the agency where in-service education credit hours are <u>not</u> awarded, which is covered by CORE series GS2011-180.</p> <p>Excludes employee training certificates/history retained in the employee’s personnel file.</p>	<p>Retain for 7 years after in-service program completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2. ASSET MANAGEMENT

This section covers records relating to asset management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

2.1. REPORTING

*The activity of providing information relating to the agency's assets, as required by regulating authorities.
See CORE – Asset Management for other records relating to the agency's assets.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-12-03 Rev. 1	<p>Reporting – Operating Savings (Major Facility Projects) Reports submitted to the Washington State Department of Enterprise Services (DES) documenting operating savings resulting from implementation of Leadership in Energy and Environmental Design (LEED) silver standards in major facility projects in accordance with <u>RCW 39.35D.040</u>.</p>	<p>Retain for 4 years after submission of report <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> then Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.2. MAINTENANCE

The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment.
See CORE – Asset Management for other records relating to the agency’s assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05G-04 Rev. 1	Bus Condition Checklist Daily evaluation of bus by drivers.	Retain for 1 year after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



2.3. OPERATIONS

The activity of managing the day-to-day usage of the local government agency's buildings, vehicles and equipment.
See CORE – Asset Management for other records relating to the agency's assets.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05G-06 Rev. 1	Bus Operations Daily Log May show bus route, time trip began and ended, number of pupils carried, and driver's signature.	Retain for 6 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05G-07 Rev. 1	Bus Schedule for All Schools Shows route, stops and time for each bus. Includes state approved route map.	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-05G-12 Rev. 1	Fuel/Oil Records for Individual Buses and Other Vehicles May list vehicle number, amount of fuel pumped, odometer reading, etc. Records for individual buses and other vehicles.	Retain for 3 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



3. EDUCATIONAL SERVICE DISTRICTS

3.1. ADMINISTRATION

Reference *chapter 28A.310 RCW*.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-11-02 Rev. 1	<i>Educational Service District Boundary Records</i>	Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR

SUPERSEDED



3.2. LEARNING RESOURCE CENTER

Reference chapter 28A.310 RCW.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-13-03 Rev. 0	<i>Learning Resource Center (LRC) Selection Advisory Committee Purchase Recommendations (Voting Tabulation)</i>	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-13-04 Rev. 0	<i>Teacher Evaluation Forms of Learning Resource Center (LRC) Collections</i> Includes files, etc.	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



3.3. TEACHER CERTIFICATION

Reference chapter 28A.410 RCW.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-14-02 Rev. 0	<i>Certificate Information Summary</i> Computed data.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-14-04 Rev. 0	<i>Professional Education Permits – Temporary</i>	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



4. FINANCIAL MANAGEMENT

This section covers records relating to financial management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

4.1. BUDGET

The activity of determining estimates of the local government agency's future revenue and expenditures.
See CORE – Financial Management for other records relating to the agency's budget.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-02-03 Rev. 1	<p>Apportionment Report from OSPI Apportionment report received from the Office of the Superintendent of Public Instruction (OSPI) informing the district of its funding allocation.</p> <p><i>Note: OSPI's copies of these reports are designated Archival in accordance with its records retention schedule.</i></p>	<p>Retain for 4 years after date of report <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-02A-04 Rev. 1	<p>Budget Revision Requests Formal requests to revise a budget that has already been adopted.</p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2. PAYROLL

The activity relating to the monetary compensation of employees on a periodic basis.
See CORE – Financial Management for other records relating to the agency’s payroll.

The district must be aware that it is responsible for providing information for the Washington State Department of Retirement Systems’ audits of employee pay history. This information includes hours worked and gross pay per calendar month for the entire term of each employee’s employment with the district. Such information must be retained for at least 60 years. Choice of records series for long-term verification of retirement eligibility should be confirmed with the Washington State Department of Retirement Systems. Chosen records series may be retained on microfilm instead of hard copy.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-03E-28 Rev. 1	Payroll Status Sheets for Districts Not Using Personnel Action Request Forms	Retain for 4 years after end of fiscal year or until completion of State Auditor’s examination report, whichever is sooner then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-03E-26 Rev. 0	Payroll Status Sheets for Districts Using Personnel Action Request Forms	Retain until data entered and verified then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



5. HUMAN RESOURCE MANAGEMENT

This section covers records relating to human resource management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

5.1. PERSONNEL

The activity of documenting an individual's employment with the local government agency. Includes volunteers.

See CORE – Human Resource Management for other records relating to the agency personnel.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-01-46 Rev. 1	Signature of Receipt Record Receipts or lists signed by employees to verify receipt of instructions, or documents such as paychecks, leave/ benefit reports, retirement system accounting statements, etc.	Retain for 1 year after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



5.2. STAFF DEVELOPMENT

The activity of enhancing employees' competencies and skills through programs and training.

See CORE – Human Resource Management for other records relating to agency staff development.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04G-03 Rev. 1	<p>List of HIV/AIDS and HBV Trained Employees</p> <p>List of public school employees who have been educated about the transmission, prevention, and treatment of HIV/AIDS pursuant to <u>RCW 70.24.290</u> & <u>chapter 392-198 WAC</u>, and other blood borne pathogens pursuant to <i>Washington Industrial Safety and health Act</i> (WISHA) standards, <u>chapter 296-823 WAC</u> .</p> <p><i>Reference: <u>WAC 296-802-20010</u>.</i></p> <p><i>Note: Individual employee training records are covered by CORE series <u>GS50-04G-01</u>, Employee Training History File.</i></p>	<p>Retain for 30 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



6. STUDENT LEARNING

6.1. CURRICULUM

The activity of defining and describing courses of studies offered by a school/district.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-02 Rev. 1	Categorical Program Files 1. State categorical programs: Student lists, test scores, inventory of equipment, legal reports, evaluations and assurances to be maintained for monitoring and auditing purposes. 2. Federal categorical programs: Student eligibility lists, comparability reports, pre- and post-test data, evaluations, inventory of equipment, parent advisory committee (Title I).	Retain until completion of State Auditor's examination report <i>and</i> retain for period required by grant or program, <i>whichever is later</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-04 Rev. 1	Course Additions, Deletions, and Changes	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-19 Rev. 1	Course Description Catalog	Retain for the life of the agency.	NON-ARCHIVAL NON-ESSENTIAL OPR



6.1. CURRICULUM

The activity of defining and describing courses of studies offered by a school/district.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-05 Rev. 1	Curriculum Summaries and Guides	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM
SD51-06A-11 Rev. 1	Curriculum Waiver Requests Records relating to parents/legal guardian requests for curriculum requirement waivers for their student. Includes communications to and from parent/legal guardian, denial or approval of request, etc. Examples of curriculum waivers include, but are not limited to: <ul style="list-style-type: none"> • Physical education waivers for health reasons; • HIV/AIDS and/or sex education waivers due to personal beliefs; • State assessment waivers; • Washington state history or math waivers in accordance with WAC 180-51-066. 	Retain for 5 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-06A-06 Rev. 1	Essential Academic Learning Requirements (EALR) – Program Files 1. A complete set of student learning objectives for each core subject. 2. Community input data for development of EALR student learning objectives. 3. Evaluation data for each EALR. Excludes information verification reports submitted to the Office of the Superintendent of Public Instruction (OSPI), which are covered by SD51-01-37.	Retain until superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



6.1. CURRICULUM

The activity of defining and describing courses of studies offered by a school/district.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-07 Rev. 1	Essential Academic Learning Requirements (EALR) – Program Results	Retain until test data compiled and issued <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-09 Rev. 1	Essential Academic Learning Requirements (EALR) – Individual Reports	Retain until test data compiled and issued <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-08 Rev. 2	Graduation Requirements Statement of courses and credits required for graduation that is approved by the school/district’s governing body. Includes locally adopted high school graduation requirements (and procedures for equivalencies) for career and technical high school courses offered in high schools and skills centers in accordance with <u>RCW 28A.230-097</u> , and alternative high school graduation requirements adopted in accordance with <u>WAC 180-18-055</u> .	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
SD51-06A-10 Rev. 2	Instructional Materials Subject File Evaluation data and recommendations on instructional materials that are accrued prior to Board adoption, <i>where not included in advisory board agenda packets (covered by CORE series GS-ADVISORY)</i> .	Retain for 4 years after end of fiscal year or until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

SUPERSEDED



6.1. CURRICULUM

The activity of defining and describing courses of studies offered by a school/district.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-12 Rev. 0	Parent/Legal Guardian Permission Slips for Internet Access and Film Viewing	Retain until end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-20-03 Rev. 1	School Master Schedule Class schedule unique to each school.	Retain for 6 years after end of school year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
SD51-01-49 Rev. 0	Statement of Requirements and Expectations Signed and Returned by Parent/Legal Guardian	Retain until end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



6.2. HOME-BASED INSTRUCTION

Reference chapter 28A.200 RCW.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-09A-01 Rev. 1	List of Services Provided by the School District	Retain until no longer needed for agency purposes <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
SD51-09A-02 Rev. 1	List of Students Participating in Home-Based Instruction	Retain for 6 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-09A-03 Rev. 2	Transfer of Home-Based Student to School/District Records relating to the transfer of home-based student to school/district, including placement/evaluation test results, notice of transfer, etc.	Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-09A-05 Rev. 1	Parent/Legal Guardian Declaration of Intent Annual statement of intent by parent/ legal guardian to provide full-time or part-time home-schooling for an individual student.	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



6.3. SKILLS CENTER

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-10-02 Rev. 1	Skills Center Patient Case Files Records of health care/treatment given to patients provided as part of an instruction program through a skills center. <i>Note: Per RCW 4.16.350, the statute of limitations for the commencement of actions for injuries resulting from health care or related services is 8 years.</i>	Retain for 8 years after last provision of health-related services <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
SD51-10-03 Rev. 1	Skills Center Student Time Log/Sheet Log/sheet recording a student's presence/absence in a skills center course. Reference <u>WAC 392-117-050</u> .	Retain for 5 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



6.4. SPECIAL EDUCATION PROGRAM

The activity of providing a free and appropriate education to children with disabling conditions pursuant to RCW 28A.155.090 & chapter 392-172A WAC.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-051-02 Rev. 1	<p><i>Special Education Program – Student History File</i> Includes psychological and IQ test results, eligibility decision documentation, evaluation and other reports, Individualized Education Programs (IEPs), correspondence, and other information regarding the student.</p> <p><i>Note: Pursuant to <u>WAC 392-172A-05235</u>, a notice MUST be sent to last known address of parent/legal guardian/adult student before destruction.</i></p>	<p>Retain for 6 years after separation from program <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-051-03 Rev. 1	<p><i>Special Education Program – Student History File Disposition Notice</i> Record/log of notices sent to the last known address of parents, legal guardians, and/or adult students, advising them of the opportunity to take possession of the file or any of its contents pending disposition by the district.</p> <p><i>Note: Pursuant to <u>WAC 392-172A-05235</u>, a notice MUST be sent to last known address of parent/legal guardian/adult student before destruction.</i></p> <p><i>Reference <u>34 CFR § 300.624</u> and <u>Family Educational Rights and Privacy Act (FERPA)</u>.</i></p>	<p>Retain for 6 years after final notice sent <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-051-04 Rev. 1	<p><i>Special Education Program – Student Not Eligible</i> Referrals, evaluations, evaluation reports, and notices for students determined not to be eligible for the special education program.</p> <p><i>Reference <u>chapter 392-172A WAC</u>.</i></p>	<p>Retain for 5 years after student determined to be ineligible <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



6.5. TEACHING RECORDS

The activity of teachers documenting their teaching plans and the performance of their students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-074 Rev. 0	<p>Alternative Learning Experience (ALE) – Student Learning Plan Records documenting student participation in an alternative learning experience program pursuant to <u>WAC 392-121-182(4)</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Written student learning plan (including instructional materials needed, timelines and methods for evaluating student progress, specific learning goals/objectives/requirements, whether ALE meets the state’s learning requirements, etc.); • Student/teacher contacts; • Progress evaluations and subsequent communications with student (and parent/legal guardian for student grades K-8). <p>Excludes attendance records covered by SD51-04-05.</p>	<p>Retain for 4 years after end of calendar year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-06E-01 Rev. 1	<p>Grade Documentation – Elementary To provide documentation for grades.</p>	<p>Retain for 1 year after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06E-02 Rev. 1	<p>Grade Documentation – Secondary To provide documentation for grade and credit record challenges. Includes records that document state graduation requirements, such as culminating projects, senior projects, etc. <i>Remarks: <u>WAC 180-51-061</u>.</i></p>	<p>Retain for 5 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



6.5. TEACHING RECORDS

The activity of teachers documenting their teaching plans and the performance of their students.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-09-01 Rev. 1	Home/Hospital Tutoring Records relating to the provision of home/hospital instruction to students who are temporarily unable to attend school for four weeks or more because of a physical and/or mental disability or illness, in accordance with <u>WAC 392-172A-02100</u> .	Retain for 6 years after application received or services provided, <i>whichever is later</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-06E-03 Rev. 1	Lesson Plans	Retain for 1 year after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



7. STUDENT ADMINISTRATION

7.1. STUDENT ASSESSMENT

The activity of measuring student knowledge through standardized student assessments/tests.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-13 Rev. 1	Student Assessment and Placement Program Case Files	Retain for 1 year after placement determined <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-16 Rev. 1	Standardized Tests – Group Reports Summary of standardized test scores by class, grade, program, sex, ethnic group, building, district, etc. <i>Note: Test results are designated as Archival in accordance with the Office of the Superintendent of Public Instruction's records retention schedule.</i>	Retain for 5 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-17 Rev. 1	Standardized Tests – Individual Student Reports Individual student results of standardized tests. <i>Note: Test results are designated as Archival in accordance with the Office of the Superintendent of Public Instruction's records retention schedule.</i>	Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06A-18 Rev. 1	Standardized Tests – Student Records Records documenting standardized tests given to individual students. Includes all test questions and all answers, regardless of medium or format. Includes, but is not limited to: <ul style="list-style-type: none"> • Test booklets, including records documenting their destruction or return to vendor; • Answer sheets (paper or electronic), bubble sheets. 	Retain for 90 days after scores/results released to students or parents <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning students to the appropriate school/grade level, and ensuring that legalities have been met (age, immunizations, etc.). Excludes standardized student assessments.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-064 Rev. 0	<p>Homeless Child and Youth Identification/Eligibility Determination</p> <p>Records relating to identifying students who lack fixed, regular and adequate nighttime residences, and determining services necessary to ensure their educational success in grades PreK-12, pursuant to the <u>McKinney-Vento Homeless Education Assistance Improvements Act of 2001</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Screening/interview/intake forms and checklists (eligible and ineligible);• Information provided to parents/legal guardians about educational and related opportunities available to their children;• Outreach efforts conducted by the district homeless liaison and other district staff (notices posted at shelters, etc.);• Coordination with other entities and agencies. <p>Excludes official agency policies and procedures covered by <i>CORE</i> series GS50-01-24.</p>	<p>Retain for 6 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-09-02 Rev. 1	<p>Immunization Status</p> <p>Records documenting a student's immunization status, including proof of immunization pursuant to <u>RCW 28A.210.080</u>, or certification of exemption pursuant to <u>RCW 28A.210.90</u>. Includes Department of Health <u>Certificate of Immunization Status</u> form #348-013.</p>	<p>Retain until student graduates or withdraws <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning students to the appropriate school/grade level, and ensuring that legalities have been met (age, immunizations, etc.). Excludes standardized student assessments.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-065 Rev. 0	<i>Immunization/Exemption Reporting Compliance</i> Records documenting the school/district's efforts to achieve student compliance with immunization requirements pursuant to <u>RCW 28A.210.080</u> and <u>chapter 246-105 WAC</u> . Includes, but is not limited to: <ul style="list-style-type: none">• Steps taken to bring students into compliance;• Correspondence to and from parent/legal guardian(s). Excludes proof of immunization or certification of exemption covered by SD51-09-02.	Retain until compliance is achieved or student withdraws/graduates, <i>whichever is sooner then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD2012-066 Rev. 0	<i>Immunization-Related Exclusions</i> Records relating to the exclusion of students from school due to failure to provide proof of immunization or certification of exemption pursuant to <u>RCW 28A.210.120</u> and <u>chapter 392-380 WAC</u> . Also includes exclusions due to communicable disease outbreaks.	Retain for 3 years after date student excluded from school <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05J-06 Rev. 1	<i>Student Assignment</i> Records relating to the assignment of a specific student to a school or program. Excludes records relating to student transfers covered by SD51-05J-02 and SD2012-067.	Retain for 6 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05J-05 Rev. 1	<i>School Assignment Procedures</i> Records documenting school assignment procedures where not incorporated in School Board Minutes and/or Resolutions. Excludes school board minutes covered by <i>CORE</i> DAN GS50-05A-13.	Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning students to the appropriate school/grade level, and ensuring that legalities have been met (age, immunizations, etc.). Excludes standardized student assessments.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05J-02 Rev. 2	Student Assignment/Transfer Requests – Granted Records relating to parent/guardian requests for their student to be released to attend a nonresident school district, or to transfer in from the student's resident school district (<i>commonly referred to as boundary exceptions</i>) in accordance with <u>RCW 28A.225.220</u> , or for an intra-district school transfer in accordance with <u>RCW 28A.225.270</u> , where the request is granted.	Retain for 6 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD2012-067 Rev. 0	Student Assignment/Transfer Requests – Not Granted Records relating to parent/guardian requests for their student to be released to attend a nonresident school district, or to transfer in from the student's resident school district (<i>commonly referred to as boundary exceptions</i>) in accordance with <u>RCW 28A.225.220</u> , or for an intra-district school transfer in accordance with <u>RCW 28A.225.270</u> , where the request is not granted. <i>Note: School district decisions may be appealed to the Superintendent of Public Instruction (OSPI) in accordance with <u>RCW 28A.225.230</u>.</i>	Retain for 3 years after denial of request <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05J-04 Rev. 2	Student Registration Records documenting student entry into and/or withdrawal from the school/district, including students who register but do not attend. Includes, but is not limited to: <ul style="list-style-type: none">• Applications and registration forms or cards;• Annual printouts verified and signed by parent/legal guardian. Excludes records relating to student transfers, which are covered by SD51-05J-02.	Retain for 3 years after superseded <i>or</i> 3 years after student graduates or withdraws from school/district, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



7.3. STUDENT ATTENDANCE/ABSENCE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04-01 Rev. 1	<p>Absence (Student) – Grades K-8</p> <p>Records relating to student absence (excused and unexcused), where a truancy petition has <u>not</u> been filed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Phone logs and correspondence (including email) to and from parent/legal guardian verifying student absence;• Absence notifications and excuse notes from parent/legal guardian, medical provider, etc.;• Meeting and conference notes;• Records documenting steps taken to eliminate or reduce student absence. <p><i>Note: If a truancy petition is filed, these records become part of the truancy case file and are covered by SD51-04-10.</i></p>	<p>Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner,</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD2011-154 Rev. 0	<p>Absence (Student) – Grades 9-12</p> <p>Records relating to student absence (excused and unexcused), where a truancy petition has <u>not</u> been filed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Phone logs and correspondence (including email) to and from parent/legal guardian verifying student absence;• Absence notifications and excuse notes from parent/legal guardian, medical provider, etc.;• Meeting and conference notes;• Records documenting steps taken to eliminate or reduce student absence. <p><i>Note: If a truancy petition is filed, these records become part of the truancy case file and are covered by SD51-04-10.</i></p>	<p>Retain for 1 year after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



7.3. STUDENT ATTENDANCE/ABSENCE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04-05 Rev. 1	<p>Attendance Records documenting student presence or absence, <u>each day and/or period</u>, in all grade levels.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Attendance in all learning environments (classroom, alternative learning experience, pre-kindergarten programs administered by the agency, etc.);• Attendance cards, bubble sheets (including student identifiers), and all other source and supporting documentation;• Paper and/or electronic input;• All grade levels (Pre-K, K-12, etc.). <p>Excludes grant-funded programs (Head Start, etc.) which are covered by records series in the Financial Management section of the Local Government Common Records Retention Schedule (CORE).</p>	<p>Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



7.3. STUDENT ATTENDANCE/ABSENCE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06C-31 Rev. 1	<p>Attendance – School-Sponsored Activities, Events and Programs Records relating to student attendance at school-sponsored events and extra-curricular activities, such as field trips, music, science and athletic activities or competitions, traffic safety programs, safety patrol, etc. Includes travel away from school facilities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notices and announcements; • Sign-up sheets, rosters, registration forms; • Parent/legal guardian permissions (approval for use of private vehicles, waiver of liability, emergency information, etc.); • Chaperone/driver lists and information; • Transportation arrangements (including bus trip requests/authorizations, ticket logs, private vehicle checklists, etc.). <p><i>Note: If an accident/incident occurs, these records are covered by CORE series GS50-06C-03, GS2010-081, GS50-01-10, and/or GS53-02-04.</i></p>	<p>Retain for 6 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-04-14 Rev. 1	<p>Student Tracking Recordings documenting student whereabouts while at school.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Student sign in/sign out sheets, late arrival/early departure logs, etc.; • Temporary authorizations for bus and pick-up changes. <p>Excludes admit slips and hall passes, which are covered by CORE series GS50-02-05.</p>	<p>Retain until end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



7.3. STUDENT ATTENDANCE/ABSENCE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04-10 Rev. 1	<p>Truancy Case Files Records relating to student absence where a truancy petition <u>has</u> been filed against the parent/legal guardian in accordance <u>RCW 28A.225.035</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Absence reports/profiles; • Phone logs and correspondence (including email) to and from parent/legal guardian; • Meeting and conference notes; • Records documenting steps taken to eliminate or reduce student absence. • Petitions to compel school attendance; • Compulsory school attendance filing forms; • Intervention plans; • Truancy conference counseling forms. 	<p>Retain for 6 years after case closed <i>or</i> 6 years after student leaves/withdraws from school district, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-04-07 Rev. 1	<p>Truancy Petition/Disposition Log Summary listing/log which tracks the filing and disposition of truancy petitions to compel school attendance.</p>	<p>Retain for 6 years after last entry <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



7.4. STUDENT RECORDS

Reference chapter 392-185 WAC and chapter 392-415 WAC.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05F-05 Rev. 1	<p>General Educational Development (GED) Test – Eligibility</p> <p>Records relating to student requests for approval to take the General Educational Development (GED) test in accordance with chapter <u>180-96 WAC</u> in order to receive a Certificate of Educational Competence pursuant to chapter <u>131-48 WAC</u>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agency copy of application/request for approval to test and determination of eligibility signed by a designated district employee stating that there is a substantial and warranted reason for the student to leave the regular high school education program; • Notarized statement/letter for home school students pursuant to RCW 28A.225.010(4); • Agency copies of student GED test scores and Certificates of Educational Competence. <p><i>Note: The State Board of Community and Technical Colleges (SBCTC) administers GED testing and retains a record of all certificates of educational competence issued until the recipient reaches age 90 in accordance with its records retention schedule.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



7.4. STUDENT RECORDS

Reference chapter 392-185 WAC and chapter 392-415 WAC.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05F-02 Rev. 1	<p>Authorization For/Release of Student Records – Prior Consent Not Required</p> <p>Records relating to each request for access to – and each disclosure of – personally identifiable information from the education records of each student where prior consent is not required in accordance with <u>34 CFR § 99.31</u>, <u>34 CFR §99.32(d)</u>, and <u>WAC 392-172A-05195</u>, and where disclosure records are not required to be retained longer than 3 years in accordance with federal or state statute.</p> <p>Includes, but is not limited to, requests from and release of records to:</p> <ul style="list-style-type: none"> • The parent or eligible student; • A school official under <u>34 CFR §99.31(a)(1)</u>; • Certain parties seeking directory information under <u>34 CFR § 99.37</u>; • A judicial order or subpoena under <u>34 CFR §99.31(a)(9)(ii)(A), (B) & (C)</u>. <p>Excludes disclosure to state and local educational authorities and federal officials and agencies listed in <u>34 CFR § 99.31(a)(3)</u>, which are covered by SD2012-068.</p> <p>Excludes requests where prior consent is required, which are covered by SD2012-068.</p> <p>Reference: <u>Family Educational Rights and Privacy Act (FERPA)</u>.</p>	<p>Retain for 3 years after request received and records released <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

SUPERSEDED



7.4. STUDENT RECORDS

Reference chapter 392-185 WAC and chapter 392-415 WAC.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-068 Rev. 0	<p>Authorization For/Release of Student Records – Prior Consent or Documentation Required Records relating to each request for access to – and each disclosure of – personally identifiable information from the education records of each student where prior consent is required in accordance with <u>34 CFR § 99.30</u>, and/or where disclosure records are required to be retained in accordance with <u>34 CFR § 99.32</u>.</p> <p>Includes, <u>but is not limited to</u>, requests from and release of records to:</p> <ul style="list-style-type: none"> • Any party with written consent from the parent or eligible student; • State and local educational authorities and federal officials and agencies listed in <u>34 CFR § 99.31(a)(3)</u> pursuant to <u>34 CFR § 99.32</u>; • Private schools where the student is enrolled or plans to enroll pursuant to WAC 392-172A-05225(3); • Officials of participating agencies providing or paying for transition services pursuant to WAC 392-172A-05225(2)(b). <p>Excludes records covered by SD51-05F-02. <i>Reference: Family Educational Rights and Privacy Act (FERPA).</i></p>	<p>Retain until the education records of the student are no longer retained <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05F-03 Rev. 1	<p>Confidential Reports (a.k.a. Guidance Reports or Supplementary Reports) Includes subjective reports and anecdotal information from district, outside agencies and individuals.</p> <p><i>Remarks: These records should be separated from the cumulative folder with access limited in accordance with the Family Educational Rights and Privacy Act (FERPA).</i></p>	<p>Retain for 3 years after student graduates or withdraws <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



7.4. STUDENT RECORDS

Reference chapter 392-185 WAC and chapter 392-415 WAC.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-20-10 Rev. 0	Graduate List Annual list of graduates. <i>Use DAN GS51-05F-10 for Official Student Records and Transcripts.</i>	Retain for 6 years after current school year <i>then</i> Transfer to Washington State Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM
SD51-05F-10 Rev. 2	Official Student Record Documentation of student enrollment history/grade progression for all grades and all schools (K-12). Record must contain student name, academic year, and school attended. Includes, but not limited to: <ul style="list-style-type: none"> • High school transcripts prepared in accordance with chapter 392-415 WAC; • Middle/junior high school transcript or other academic history showing courses taken and grades earned; • Elementary enrollment history and grade progression; • Legacy records such as permanent record cards & teacher registers (prior to 1940's); • Records documenting all successful requests for and changes to the official student record, including modifications such as grade adjustments, graduation status, error corrections, etc. <i>Note: All other records pertaining to each student belong in the cumulative folder, or are covered by other series.</i>	Retain for 100 years after student graduates or withdraws <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD2012-069 Rev. 0	Official Student Record – Change Request Denied Records relating to requests for changes to official student records by a student/legal guardian, where the change is not allowed/made. Excludes changes that are made to official student records covered by SD51-05F-10.	Retain for 6 years after request denied <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



7.4. STUDENT RECORDS

Reference chapter 392-185 WAC and chapter 392-415 WAC.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05F-11 Rev. 1	School Registers <i>Remarks: If there is no official student record that supersedes the school registers, these must be retained for 100 years.</i>	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

SUPERSEDED



7.4. STUDENT RECORDS

Reference *chapter 392-185 WAC and chapter 392-415 WAC.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05F-07 Rev. 2	<p>Student Cumulative Folder (Student File Folder) Contains information collected on each student in addition to the Official Student Record, regardless of storage medium or format.</p> <p>May contain, but is not limited to:</p> <ul style="list-style-type: none"> • Date of entry and withdrawal; • Identifying information (name, birth date, sex, year in school, address, telephone number, parent/legal guardian name, ethnic classification, contact information (parent/legal guardian place of employment, family doctor, babysitter, siblings), etc.); • Grades and other student progress reports; • Results of standardized tests and assessments; • Records of student accomplishments and participation in school activities; • Such other information as shall enable staff to counsel with students and plan appropriate activities. <p><i>Note: All records made or received by the agency <u>must</u> remain in the custody of the agency until the minimum retention periods have been met in accordance with <u>WAC 434-615-020</u>. When a student transfers out-of-district, the original cumulative folder <u>must</u> be retained by the agency for 3 years after the student withdraws or graduates. A <u>copy</u> of the student's cumulative folder <u>may</u> be sent to the receiving district.</i></p> <p><i>Note: Items listed in this series may be covered elsewhere in this schedule and must be retained for the longer of the two retention periods (if they differ).</i></p>	<p>Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-01-50 Rev. 1	<p>Student Disciplinary Action Report</p>	<p>Retain for 3 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



7.4. STUDENT RECORDS

Reference chapter 392-185 WAC and chapter 392-415 WAC.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05F-08 Rev. 1	Student Discipline Files Includes student expulsion records.	Retain for 3 years after matter resolved or student graduates or withdraws, <i>whichever is sooner then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD2012-070 Rev. 0	Student Identification Photos Individual student photos taken for identification purposes by school/district staff or outside contractors. Also includes class photos.	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-05F-09 Rev. 1	Student Locator Cards/Class Schedules	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



8. STUDENT SERVICES

8.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference chapter 28A.235 RCW and chapter 392-157 WAC

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-08-01 Rev. 1	Catering Requests Requests for use of kitchen and the supplying of food and labor..	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-02 Rev. 1	Food Handler's Permit/Food Worker Card Documentation that all agency employees (includes volunteers) who handle unwrapped or un packaged food have been issued a food worker card pursuant to <u>chapter 69.06 RCW</u> and <u>chapter 246-217 WAC</u> .	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-03 Rev. 1	Food Service Orders For supplies needed to operate school lunch program.	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



8.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference chapter 28A.235 RCW and chapter 392-157 WAC

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-08-04 Rev. 1	Free or Reduced-Price Meal Applications Applications for reduced-price or free meals in compliance with the <u>National School Lunch Program</u> . <i>Reference National School Lunch Act Provisions 1, 2, & 3 - Fact Sheet and National School Lunch Program 7 CFR § 210.</i>	Retain for 6 years after final reimbursement based on the application <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-08-15 Rev. 1	Free or Reduced-Price Meal Application Verifications Records relating to verification of eligibility for free and reduced price meals and free milk pursuant to <u>7 CFR § 245.6a.</u>	Retain for 3 years after end of federal fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-20-04 Rev. 1	HACCP (Hazard Analysis & Critical Control Points) Food Safety Plan Food safety hazard analysis plans and reports prepared in accordance with the Hazard Analysis & Critical Control Point (HACCP) system pursuant to <u>9 CFR § 417</u> and <u>21 CFR § 123.6</u> . Includes annual validations and any modifications or changes.	Retain for 6 years after obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-08-14 Rev. 1	Health Inspections Inspection of facility to ensure it meets federal and state standards.	Retain until superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-05 Rev. 1	Meal and Milk Count Reports and Documentation Record of daily meals and milk served. <i>Remarks: Reference 7 CFR § 210.</i>	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



8.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference chapter 28A.235 RCW and chapter 392-157 WAC

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-08-13 Rev. 1	Meal Production Records Records of amount of food prepared and served to meet meal patterns.	Retain for 3 years after end of federal fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-06 Rev. 1	Meal Ticket/Credit Log Listing of meal tickets/credits issued, including number, date, name of purchaser, and/or recipient and amount paid.	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-07 Rev. 1	Meal Tickets Prepaid meal tickets.	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-16 Rev. 1	Menus	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



8.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference [chapter 28A.235 RCW](#) and [chapter 392-157 WAC](#)

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-08-08 Rev. 1	Monthly Meal Count Reimbursement Report Includes monthly meal count and edit checks as supporting documentation.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-08-09 Rev. 1	School Breakfast Program Plan Includes plan and backup documentation submitted to OSPI for program approval.	Retain for 6 years after plan obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-08-10 Rev. 1	Site Health Permit	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-08-11 Rev. 1	Stock Control Records Listing of food items, supplies, and commodities used for manual count of inventory on hand. May be used to complete the F-196 report.	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



8.1. FOOD SERVICES

The activity of providing nutritionally balanced meals to students. Reference chapter 28A.235 RCW and chapter 392-157 WAC

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-08-12 Rev. 1	Stock Inventory Report Summary Prepared from stock control records and food service orders. Lists quantities on hand, received, used and unit prices. May be used to complete the F-196 report.	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



8.2. HEALTH SERVICES

The activity of providing health care/services to students. Reference chapter 28A.210 RCW, chapter 246.760 WAC and RCW 4.16.350. 296-62-08001

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-071 Rev. 0	<p>Health Care/Services Provided to Students Records documenting the administration of health care and services provided to students by the school/district (includes staff, contractors, and volunteers). Health care/services may include, but are not limited to:</p> <ul style="list-style-type: none"> • First aid; minor illness/injury; emergencies (diabetes, anaphylaxis, injuries, etc.); • Health screenings (visual, auditory, etc.) pursuant to chapter <u>28A.210 RCW</u>; • Speech-language pathology, mental health care, physical therapy, catheterization, etc. • Administration of medication pursuant to <u>RCW 28A.210.260-.270 & chapter 18.79 RCW</u>. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Parent/legal guardian authorization/permission for administration of medication and/or health care/services and procedures, etc.; requests for student to be exempted from health-related care/services (such as health screenings, etc.); • Medication/treatment order for students with life-threatening health conditions (<u>RCW 28A.210.320</u>) or chronic health conditions; • Individual health plans (IHP); • Health screening results and notification of regulatory agencies, parents/legal guardians, and other bodies in accordance with chapter <u>28A.210 RCW</u>; • Communications sent or received that relate to student health care/services (to or from parent/legal guardian, medical professionals, regulatory agencies, etc.); • Student medical records received from outside health care/service providers which are used for planning and execution of health care/services by the school/district. <p><i>Note: Per RCW 4.16.350, the statute of limitations for the commencement of actions for injuries resulting from health care or related services is 8 years.</i></p>	<p>Retain for 8 years after last provision of health-related services <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



8.2. HEALTH SERVICES

The activity of providing health care/services to students. Reference [chapter 28A.210 RCW](#), [chapter 246.760 WAC](#) and [RCW 4.16.350](#). 296-62-08001

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-09-05 Rev. 1	<p>Health/Nurse Room Registry Registry, log or list of students appearing in the health room or nurse's office due to health-related issues. May include sign-in/sign-out sheet, date, time, etc. Excludes records of services/care provided, which are covered by SD2012-071. <i>Note: Per RCW 4.16.350, the statute of limitations for the commencement of actions for injuries resulting from health care or related services is 8 years.</i></p>	Retain for 8 years after last entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-09-08 Rev. 0	<p>Medication Administration Daily Log A chronological listing or log of oral medication dosages administered to students in accordance with RCW 28A.210.260. Excludes student-based health records covered by SD2012-071.</p>	Retain for 8 years after last entry/dose administered <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD2012-072 Rev. 0	<p>Medication Errors Records relating to documenting and reporting instances of medication errors, including suspected theft. <i>Note: Per RCW 4.16.350, the statute of limitations for the commencement of actions for injuries resulting from health care or related services is 8 years.</i></p>	Retain for 8 years after end of school year <i>or</i> 8 years after investigation completed/matter resolved, <i>whichever is later</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



8.2. HEALTH SERVICES

The activity of providing health care/services to students. Reference [chapter 28A.210 RCW](#), [chapter 246.760 WAC](#) and [RCW 4.16.350](#). 296-62-08001

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-073 Rev. 0	<p>Medication Inventory</p> <p>Records relating to the inventory and/or final disposition of unused student medication in the school's custody.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Controlled substance counting;• Return of medication to parent/legal guardian, destroyed, or delivery to law enforcement agency. <p>Excludes the administration of medication covered by SD2012-071.</p> <p>Excludes instances of suspected theft covered by SD2012-072.</p>	<p>Retain for 1 year after medications returned/destroyed/delivered to law enforcement agency</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



8.3. INTERSCHOLASTIC ACTIVITIES

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-20-02 Rev. 1	<p><i>Interscholastic Activities – Achievements</i> Records documenting individual, team and group achievements in interscholastic activities and contests, where students from more than one school district compete with each other for possible advancement to regional, district, state, and/or national levels of competition.</p> <p>Interscholastic activities and contests include, but are not limited to, those overseen by:</p> <ul style="list-style-type: none"> • <u>Office of the Superintendent of Public Instruction</u>: Distributive Education Clubs of America (DECA), Future Farmers of America (FFA), Future Business Leaders of America (FBLA), etc.; • <u>Association of Washington School Principals</u>: Student Council, National Honor Society, Senate Youth Program, etc.; • <u>Washington Interscholastic Activities Association (WIAA)</u>: Drama, forensics, music, spirit, athletics; • <u>Independent sponsors</u>: Chess, History Day, Knowledge Bowl, Math Olympiad, Science Bowl, Spelling B's, YMCA Youth & Government Mock Trial Program, etc. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Schedules (dates and locations of competitions, events, games, meets & matches); • Rosters; • Event/tournament programs, photos, posters, etc. • School protests of events/games; • Awards/recognition and rankings. <p><i>Note: Other historical materials and artifacts (non-records) should also be retained by the school for commemorative events and displays (school reunions, centennials, etc.) or made available to local heritage organizations. Items may include banners, trophies, uniforms, etc.</i></p>	<p>Retain for 6 years after end of school year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

SUPERSEDED



8.3. INTERSCHOLASTIC ACTIVITIES

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-03-04 Rev. 2	<p><i>Interscholastic Activities – Eligibility</i> Records relating to student and school eligibility and registration for interscholastic activities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Physicals, insurance, emergency contact/medical information, etc.; • Grade point, appeals, etc.; • Registration (student, league, etc.). <p>Excludes parent/legal guardian consent forms which are covered by SD51-06C-31. Excludes records covered by SD2012-071.</p>	<p>Retain for 3 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-03-15 Rev. 1	<p><i>Interscholastic Activities – Self-Evaluation Surveys</i> Records relating to the school/district’s compliance with <u>Title IX of the Educational Amendments Act of 1972</u> and <u>34 CFR §106.41</u>.</p> <p>Includes, but is not limited to, self-evaluation surveys on activities students would like to participate in and limitations of students, completed in accordance with <u>34 CFR 106.3(c)</u>.</p>	<p>Retain for 6 years after end of school year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



8.4. TRANSPORTATION

Reference *chapter 28A.160 RCW*.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05G-02 Rev. 1	<i>Application for Special Transportation – Accepted</i> For students with medical problems, or physical disabilities to receive district transportation services.	Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor’s examination report, <i>whichever is sooner</i> <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-05G-14 Rev. 1	<i>Application for Special Transportation – Denied</i>	Retain for 1 calendar year after application denied <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-05G-13 Rev. 2	<i>Improper Student Conduct on the Bus</i> Records documenting instances of improper student conduct on school/district buses. May include bus route, time of incident, nature of incident, and student(s) name(s). <i>Note: This record may become part of a investigation case file or student discipline file and retained longer than one year.</i>	Retain for 1 year after incident <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



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