

## RETENTION AND DESTRUCTION OF STUDENT RECORDS PROCEDURES

Effective: September 23, 2011

It is the intent of the Washington South Supervisory Union (WSSU) to follow consistent procedures for the maintenance and destruction of student records to protect the rights of students and parents. There are specific federal and state statutes and state regulation language that guide what and for how long student record information should be kept. Guidelines for the destruction of records are defined in federal and state statute and regulation. The practices for retention and destruction of student records will be pursuant to FERPA and IDEA regulations.

State Board of Education Rule 2120.8.3.3 requires that student records shall be safely stored. For grades 9-12 the transcripts of graduates and dropouts shall be permanently maintained and the academic records may be permanently maintained.

State Board of Education Rule 2112 defines academic records and transcripts as:

“Academic record” includes standardized test scores, dates of attendance, multi-year plan(s), rank in class, awards, activities, clubs and other information not included in a student’s transcript, as locally determined.

“Transcript” means a formal document certifying a student’s or former student’s progress or attainments in grades nine through twelve and at minimum includes the student’s name, date of birth, last known address, years of attendance, courses taken, grades received, grade point average, and diploma or certificate of completion awarded.

All confidential records in the WSSU will be kept in locked files. All academic records will contain notification that other records pertaining to the student may also be located in the Special Services, Health, School Counselors, or Principals office.

FERPA requires schools to maintain record of requests for access to and each disclosure of students’ education records in addition to maintaining parental notification to the school that any or all directory information for a student shall not be disclosed. This will be addressed in each school’s handbook.

Each school district and supervisory union should have a designated records custodian who is responsible for the disposition of records for the respective district or SU.

### **Destruction of Information for Special Education Records**

The State Special Education Rules state: The Local Education Agency (LEA) shall retain copies of a student’s IEPs and special education eligibility evaluations, for a minimum of five years from the end of the school year in which the document was in effect.

The participating agency shall inform parents when personally identifiable information collected, maintained or used under the IDEA is no longer needed to provide educational services to the child. The information shall be destroyed at the request of the parents. However, a permanent record of a child’s

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name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitations.

**WSSU will follow the practices for maintenance and destruction of records set forth below:**

Special Education Records will be kept for 5 years after graduation and or 5 years after the student turns 22 years of age. At that time a notice will be advertised prior to destruction of the records.

Transcripts as defined above for student grades 9-12 will be permanently kept.

Academic records as defined above and including EST plans will be kept five (5) years after graduation.

Requests for a transfer of records will be kept for three (3) years.

Discipline records will be destroyed after seven (7) years.

School lunch records will be destroyed after three (3) years.

School registers are considered permanent records, and will be submitted at the end of each school year to the supervisory union office. There they will be kept in a secure location within the supervisory union offices.