

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 December 18, 2014.



For the State Auditor: Cindy Evans



For the Attorney General: Matt Kernutt



The State Archivist: Steve Excell

Revision History

Version	Date Approved	Extent of Revision
1.0	1976	Initial version.
2.0	1980	
2.1	1982-1983	
3.0	1/1/1986	Major revision. Major revision and multiple updates.
4.0	3/31/1994	
5.0	3/1999	
5.1	7/2001	
5.2	12/ 2001	
6.0	3/27/2003	
6.1	5/2007	Online version; updated electronic records information.
7.0	7/29/2008	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	7/30/2009	Changes to structure/format only; no changes to records series. Indexes added.
7.2	9/29/2011	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	11/29/2012	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 by <i>CORE</i> . (All changes are detailed in the Revision Guide.)
8.1	9/25/2014	Student Assessment updated, including mandatory state and optional school/district testing. Student Assignment updated, including special programs as defined by statute (highly capable, transitional bilingual, etc.). New series added to cover certificated years of experience , investigations of employee sexual misconduct , investigations of employee physical/verbal abuse , and bus light/sign failure to stop violation records. Total of 9 new series added; 20 modified for accuracy, clarity and end-user ease. Removed 1 series covered by <i>CORE</i> . (All changes are detailed in the Summary of Changes.)
8.2	12/18/2014	Retention and disposition action modified in SD2014-020 (employee sexual misconduct) and SD2014-021 (employee physical/verbal abuse) to specify that in the event the accused dies before reaching age 80, the associated records need to be retained for a total of 30 years or 10 years (respectively) after date of the <i>most recent accusation and completion of investigation</i> (if any). (All changes are detailed in the Summary of Changes.)

TABLE OF CONTENTS

1.	AGENCY MANAGEMENT	5
1.1.	COMMUNITY RELATIONS.....	5
1.2.	PLANNING, MISSION, AND CHARTER.....	9
1.3.	POLICIES AND PROCEDURES	10
1.4.	REPORTING	11
1.5.	SUPERINTENDENT	14
1.6.	TRAINING	16
2.	ASSET MANAGEMENT	17
2.1.	REPORTING	17
2.2.	MAINTENANCE.....	18
2.3.	OPERATIONS	19
3.	EDUCATIONAL SERVICE DISTRICTS	20
3.1.	ADMINISTRATION	20
3.2.	LEARNING RESOURCE CENTER.....	21
3.3.	TEACHER CERTIFICATION	22
4.	FINANCIAL MANAGEMENT	23
4.1.	BUDGET.....	23
4.2.	PAYROLL.....	24
5.	HUMAN RESOURCE MANAGEMENT.....	25
5.1.	MISCONDUCT/DISCIPLINE/GRIEVANCE	25
5.2.	PERSONNEL.....	27
5.3.	STAFF DEVELOPMENT	28
6.	STUDENT LEARNING	29
6.1.	CURRICULUM	29
6.2.	HOME-BASED INSTRUCTION.....	34

6.3.	SKILLS CENTER.....	35
6.4.	SPECIAL EDUCATION PROGRAM.....	36
6.5.	TEACHING RECORDS	38
7.	STUDENT ADMINISTRATION	41
7.1.	STUDENT ACHIEVEMENT TESTING (STANDARDIZED)	41
7.2.	STUDENT ASSIGNMENT	44
7.3.	STUDENT ATTENDANCE/ABSENCE.....	51
7.4.	STUDENT RECORDS	55
8.	STUDENT SERVICES.....	62
8.1.	FOOD SERVICES.....	62
8.2.	HEALTH SERVICES.....	67
8.3.	INTERSCHOLASTIC ACTIVITIES.....	70
8.4.	TRANSPORTATION	72
INDEXES:		73

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 that 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

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	<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: • 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 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>	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

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

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	<i>Demographic and Enrollment Projections</i>	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD2011-153 Rev. 0	<i>School Safety Plans</i> Records relating to the agency's plans for ensuring student and staff safety at school. Includes, but is not limited to: • 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. POLICIES AND PROCEDURES

The activity of creative systematic approaches to operations and processes, where not covered by CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05J-05 Rev. 2	<i>School Assignment Procedures</i> Records documenting school assignment procedures <i>where not incorporated in School Board Minutes and/or Resolutions</i>. Includes records that document the development of the procedures. Excludes school board minutes covered by <i>CORE</i> DAN GS50-05A-13.	Retain for 6 years after superseded <i>then</i> Contact Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

1.4. 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	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. <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>	Retain for 6 years after end of fiscal year <i>then</i> Contact Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
SD51-03C-17 Rev. 1	Impact Aid Programs – Child Not Eligible Federal impact aid surveys completed by parents/legal guardians in accordance with 34 CFR §222.35, 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>.	Retain until submittal of the application for federal impact aid <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

1.4. 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	Reporting – Office of the Superintendent of Public Instruction (OSPI) – General Records relating to reports required to be submitted to the Office of the Superintendent of Public Instruction (OSPI) in accordance with Title 28A RCW and Title 392 WAC, where not covered by a more specific records series. Includes reports, supporting documentation, confirmation of submission, correspondence, inquiries, revisions, corrections, etc. Includes but is not limited to: • Alternative Learning Experience (ALE) enrollment (WAC 392-121-182); • Apportionment, enrollment count, P-223, attendance/absence report, etc.; • Essential Academic Learning Requirements (EALR) implementation verification reports (RCW 28A-230-095); • Ethnicity and race data (RCW 28A.300.505); • Graduation and dropout data; • School safety plan <u>summary</u> (RCW 28A.300.285); • Transportation-related forms and reports (fuel, mileage, McKinney-Vento, Student Transportation Allocation Reporting System (STARS), etc.); • Truancy report; • Weapons and student behavior data. Excludes school safety <u>plans</u> covered by SD2011-153. Excludes reports to federal and other regulatory agencies.	Retain for 4 years after submission of report <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.4. 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	Reporting – Student Health and Safety 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. Includes but is not limited to: • Reports of suspected cases, outbreaks, and suspected outbreaks of communicable diseases to the local health department in accordance with WAC 246-101-420; • Annual immunization status report submitted to the Department of Health in accordance with RCW 28A.210.110(3).	Retain for 4 years after submission of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-09-03 Rev. 1	Reporting – Suspected Child Abuse 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 RCW 26.44.030. Includes reports, confirmation of submission, correspondence, inquiries, records documenting revisions/corrections, etc.	Retain for 6 years after submission of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

1.5. 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	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. Includes, but is not limited to: • Self-evaluation of the School Improvement Plan (SIP) and/or SIP planning process; • Evaluation conducted by accrediting body; • Certificate of accreditation. Excludes records relating to Basic Education Act compliance covered by SD51-05-10.	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
SD51-05-10 Rev. 1	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 WAC 180-16-195. Includes waiver requests and results. <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>	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
SD51-05-06 Rev. 1	Official District Negotiated School Calendars	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

1.5. 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 RCW 28A.400.030 , 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> Contact Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

1.6. 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	Agency-Provided Training – In-Service Education Programs 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 WAC 181-85-205. Records include, but are not limited to: • 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 WAC 181-85-205. Excludes training provided by the agency where in-service education credit hours are <u>not</u> awarded, which is covered by <i>CORE</i> series GS2011-180. Excludes employee training certificates/history retained in the employee’s personnel file.	Retain for 7 years after in-service program completed <i>then</i> Destroy.	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	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 RCW 39.35D.040 .	Retain for 4 years after submission of report <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

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	<i>Bus Condition Checklist</i> Daily evaluation of bus by drivers.	Retain for 1 year after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

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	<i>Bus Operations Daily Log</i> 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	<i>Bus Schedule for All Schools</i> 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

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

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

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

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	<i>Apportionment Report from OSPI</i> Apportionment report received from the Office of the Superintendent of Public Instruction (OSPI) informing the district of its funding allocation. <i>Note: OSPI's copies of these reports are designated Archival in accordance with its records retention schedule.</i>	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.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-02A-04 Rev. 1	<i>Budget Revision Requests</i> Formal requests to revise a budget that has already been adopted.	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	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	<i>Payroll Status Sheets for Districts Not Using Personnel Action Request Forms</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
SD51-03E-26 Rev. 0	<i>Payroll Status Sheets for Districts Using Personnel Action Request Forms</i>	Retain until data entered and verified <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

5. HUMAN RESOURCE MANAGEMENT

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

5.1. MISCONDUCT/DISCIPLINE/GRIEVANCE

The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-020 Rev. 1	Employee Sexual Misconduct Accusations/Investigations – Sustained and Unfounded Records relating to investigations of sexual misconduct <i>as defined by</i> WAC 181-88-060 (allegedly) committed by an employee <i>as defined by</i> WAC 181-88-020. Also includes investigations of sexual misconduct accusations where the employee retains employment with the district, and/or investigations of sexual misconduct where there is not sufficient information to conclude that the misconduct occurred, and/or accusations of sexual misconduct where the school/district decides not to proceed with an investigation. Includes, but is not limited to: • Accusation(s) and decision(s) not to investigate; • Complaint initiating the investigation; investigative reports, statements, taped information, corrective action, correspondence and notes; • Investigative summary report; • Rebuttal documents (RCW 28A.400.301(12)); • Correspondence and reports to/from OSPI. Reference: Limitation of actions RCW 9A.04.080(1)(c). Note: (Some of) these records may be exempt from public disclosure. RCW 42.56.230(3). For guidance on the disclosure of these records, please consult your agency attorney.	Retain until subject of allegation(s) reaches age 80 <i>or</i> If subject of allegation(s) dies prior to reaching age 80, retain for 30 years after date of most recent accusation & completion of investigation/decision not to investigate <i>or</i> 30 years after date of separation from employment, <i>whichever is earlier then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.1. MISCONDUCT/DISCIPLINE/GRIEVANCE

The activity of investigating and responding to employee misconduct, grievances and disciplinary matters.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-021 Rev. 1	Employee Verbal Abuse/Physical Abuse Accusations/Investigations – Sustained and Unfounded Records relating to investigation of verbal abuse or physical abuse as defined by chapter 181-88 WAC, (allegedly) committed by an employee as defined by WAC 181-88-020. Also includes investigations of verbal or physical abuse accusations where the employee retains employment with the district and/or investigations of verbal or physical abuse accusations where there is not sufficient information to conclude that the abuse occurred, and/or accusations of verbal or physical abuse where the school/district decides not to proceed with an investigation. Includes, but is not limited to: • Accusation(s) and decision(s) not to investigate; • Complaint initiating the investigation, investigative reports, statements, taped information, corrective action, correspondence and notes; • Investigative summary report; • Rebuttal documents (RCW 28A.400.301(12)); • Correspondence and reports to/from OSPI. Reference: Limitation of actions RCW 9A.04.080(1)(b). Note: (Some of) these records may be exempt from public disclosure. RCW 42.56.230(3). For guidance on the disclosure of these records, please consult your agency attorney.	Retain until subject of allegation(s) reaches age 80 <i>or</i> <u>If subject of allegation(s) dies prior to reaching age 80, retain for 10 years after date of most recent accusation & completion of investigation/decision not to investigate <i>or</i> 10 years after date of separation from employment, whichever is earlier then</u> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

5.2. 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
SD2014-022 Rev. 0	<i>Certificated Years of Experience</i> Records documenting certificated employee work experience as defined by WAC 392-121-262 , which is used for future salary computation verification purposes pursuant to WAC 392-121-280 . Excludes records used for retirement verification covered by CORE series GS50-03E-04, GS50-03E-15, or GS50-03E-22.	Retain until death of employee <i>or</i> employee reaches age 80, <i>whichever is earlier</i> <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
SD51-01-46 Rev. 1	<i>Signature of Receipt Record</i> 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

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

6. STUDENT LEARNING

6.1. CURRICULUM

*The activity of the school/district defining, describing, and providing to students **instructional** programs, content, materials, and resources.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-02 Rev. 2	Administration of Federal and State Categorical Grant Programs Records relating to the administration of federal and state categorical grant-funded programs. Records may include, but are not limited to: • District- or school-wide notifications/information distributed to parents/legal guardians/students about educational opportunities and services; • Student information (names/eligibility lists, <i>copies</i> of test scores, etc.); • Staff information (<i>copies</i> of employment applications, payroll/stubs, etc.); • Budget, inventory of equipment, legal reports, pre- and post-test data, comparability reports, evaluations; • Promotion of parent/family involvement (Title I parent advisory councils, coordination with other school-based programs and services, etc.). <i>Note: Some records covered by this series (e.g., individual student records, employment applications and payroll, etc.) are <u>also</u> covered more specifically elsewhere. Records that serve multiple purposes must be retained for the longest of the applicable minimum retention periods.</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 OPR
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

6.1. CURRICULUM

*The activity of the school/district defining, describing, and providing to students **instructional** programs, content, materials, and resources.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-19 Rev. 1	Course Description Catalog	Retain for the life of the agency.	NON-ARCHIVAL NON-ESSENTIAL OPR
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

6.1. CURRICULUM

*The activity of the school/district defining, describing, and providing to students **instructional** programs, content, materials, and resources.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-11 Rev. 2	Curriculum Requests/Waivers/Substitutions Records relating to student requests for classes or waivers/substitutions, <i>where authorizing signature/initials from school district staff is required</i> (principal, teacher, counselor, etc.) Includes, but is not limited to: • Requests for curriculum requirement waivers; • Requests to take classes outside of the school/district; • Denial/approval of request, etc.; • Communications to and from parent/legal guardian. Examples of waivers include, but are not limited to: • Physical education waivers for health reasons; • HIV/AIDS or sex education waivers (RCW 28A.230-070(4) or RCW 28A.300.475(6)); • Washington state history or math waivers (WAC 180-51-066). Excludes: • Student “surveys” used to plan staffing and course offering, that do NOT require authorizing signature, and are covered by <i>CORE</i> series GS50-02-05, <i>Transitory Records</i>. • State assessment waivers covered in <i>Student Achievement Testing (Standardized)</i>.	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 the school/district defining, describing, and providing to students **instructional** programs, content, materials, and resources.*

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 RCW 28A.230.097 , and alternative high school graduation requirements adopted in accordance with WAC 180-18-055 .	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 (already) included in advisory board agenda packets (and, therefore covered by CORE series GS2012-027).</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> Contact Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

6.1. CURRICULUM

*The activity of the school/district defining, describing, and providing to students **instructional** programs, content, materials, and resources.*

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> Contact 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

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> Contact 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

6.3. SKILLS CENTER

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-10-02 Rev. 1	<i>Skills Center Patient Case Files</i> 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	<i>Skills Center Student Time Log/Sheet</i> Log/sheet recording a student's presence/absence in a skills center course. Reference WAC 392-117-050.	Retain for 5 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.4. SPECIAL EDUCATION PROGRAM

The activity of providing a free and appropriate education to children with disabling conditions pursuant to [chapter 28A.155 RCW](#) & [chapter 392-172A WAC](#). Excludes records relating to Rehabilitation Act of 1973 **Section 504** accommodations, which are covered in [CORE](#) – Legal Affairs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05I-02 Rev. 2	Special Education Program – Student History File Includes psychological and IQ test results, eligibility decision documentation, evaluation and other reports, Individualized Education Programs (IEPs), correspondence, and other information regarding the student. Reference WAC 392-172A-05235: “Each school district shall inform parents and adult students when personally identifiable information collected, maintained, or used in compliance with this chapter is no longer needed to provide educational services to the student, or is no longer required to be retained under state or federal law.” Excludes: • Official student record covered by SD51-05F-10. • Disposition information provided to parent/adult student covered by SD51-05I-03.	Inform parent/adult student pursuant to WAC 392-172A-05235 <i>and</i> Retain for 6 years after separation from program <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05I-03 Rev. 2	Special Education Program – Student History File Retention/Disposition Notification Records relating to informing parents/adult student that personally identifiable information contained in the Special Education Student History File is no longer needed to provide educational services to the child pursuant to 34 CFR § 300.624, but will remain accessible to the parent/adult student for six years, as required by SD51-05I-02, <i>Special Education Program – Student History File</i>. Reference WAC 392-172A-05235: Parents/adult student must be informed that the educational record is no longer needed to provide educational services to the student, or is no longer required to be retained under state or federal law. Reference WAC 392-172A-05235: After notification <i>and</i> minimum retention requirements have been met, records MUST be destroyed <i>if requested by parent/adult student</i>. Reference 34 CFR § 300.624 and Family Educational Rights and Privacy Act of 1974 (FERPA).	Retain for 6 years after parent/adult student informed in accordance with WAC 392-172A-05235 <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

6.4. SPECIAL EDUCATION PROGRAM

*The activity of providing a free and appropriate education to children with disabling conditions pursuant to [chapter 28A.155 RCW](#) & [chapter 392-172A WAC](#). Excludes records relating to Rehabilitation Act of 1973 **Section 504** accommodations, which are covered in [CORE](#) – Legal Affairs.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05I-04 Rev. 1	<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. <i>Reference chapter 392-172A WAC.</i>	Retain for 5 years after student determined to be ineligible <i>then</i> Destroy.	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. 1	Alternative Learning Experience (ALE) Records documenting student participation in an alternative learning experience program pursuant to WAC 392-121-182. Includes, but <u>is not limited to</u>: • Letter of attestation/statement of understanding; • District release form and/or shared agreement (if sharing student); • Written student learning plan (start/stop dates; approval date when district/teacher approves plan; estimated hours per week of student participation in ALE; instructional materials needed; timelines and methods for evaluating student progress; specific learning goals/objectives/requirements; HQT (highly qualified teacher) for each course; whether ALE meets the state's learning requirements, etc.); • Student/teacher instructional two-way interactions/contacts; • Monthly progress evaluations and weekly communications with student (and parent/legal guardian for student grades K-8), including dates when occurred. Excludes attendance records covered by SD51-04-05. <i>Note: Please consult WAC 392-121-182 for additional ALE recordkeeping requirements.</i>	Retain for 5 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-06E-01 Rev. 1	Grade Documentation – Elementary To provide documentation for grades.	Retain for 1 year after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-06E-02 Rev. 1	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: WAC 180-51-061.</i>	Retain for 5 years after end of school year <i>then</i> Destroy.	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 WAC 392-172A-02100 .	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
SD2014-023 Rev. 0	Student Assessments (School/District Optional) – Test Selection Records relating to the selection of optional student assessments/tests administered by the school/district (including contractors) to evaluate student or classroom needs, instructional strategies, etc., where the test: - Is <u>not</u> required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI) and is not tied to funding; - Is <u>not</u> required for high school graduation and is not tied to grade progression; - Results <u>are not</u> required to be submitted to OSPI. Excludes testing administration and results covered by SD2014-024. Excludes selection of tests developed by OSPI which are designated Archival for OSPI and are retained by OSPI until transferred to Washington State Archives for permanent retention.	Retain for 3 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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
SD2014-024 Rev. 0	<i>Student Assessments (School/District Optional) – Testing and Results</i> Records relating to optional student assessments/tests administered by the school/district (including contractors) to evaluate student or classroom needs, instructional strategies, etc. <i>where the test:</i> • Is <u>not</u> required by federal or state statute and/or OSPI and is <u>not</u> tied to funding; • Is <u>not</u> required for high school graduation and is <u>not</u> tied to grade progression; • Results <u>are not</u> required to be submitted to OSPI. May include, but is not limited to: • Test assignment lists, sign-in sheets/rosters, scoring booklets/worksheets; • Test data, results and reports; • Measures of Academic Progress (MAP), Dynamic Indicators of Basic Early Literacy Skills (DIBELS), etc. Excludes: • Mandatory testing covered in the <i>Student Achievement Testing (Standardized)</i> section. • Test results included in classroom grade documentation covered by SD51-06E-01 and SD51-06E-02. • Vendor/3rd party testing results (SAT, ACT, AP, IB) retained in student cumulative folder. • Test selection records covered by SD2014-023.	Retain for 1 year after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

7. STUDENT ADMINISTRATION

7.1. STUDENT ACHIEVEMENT TESTING (STANDARDIZED)

*The activity of measuring student knowledge/achievement through **mandatory, standardized** student assessments/tests as required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). Excludes optional school/district assessments, optional 3rd party/vendor testing results, and tests included in classroom grade documentation.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-025 Rev. 0	Standardized Achievement Tests – Communications and Requests Records relating to informing parents/legal guardians about mandatory state assessments, and processing requests for waiver/substitution made on behalf of individual students. Includes, but is not limited to: • District- or school-wide notifications/information distributed to parents/legal guardians/students about mandatory state testing; • Communications to and from individual parents/legal guardians regarding testing waivers, substitutions, etc.; • Records relating to approval/denial of request, etc. • Excludes individual student test results covered by SD51-06A-17.	Retain for 5 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-06A-16 Rev. 2	Standardized Achievement Test Results – Group Reports Summary of standardized achievement tests required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). May include scores by class, grade, program, sex, ethnic group, building, district, etc. <i>Note: OSPI's record of standardized test results is designated Archival for OSPI and must be retained by OSPI until transferred to Washington State Archives for permanent retention.</i>	Retain for 5 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

7.1. STUDENT ACHIEVEMENT TESTING (STANDARDIZED)

*The activity of measuring student knowledge/achievement through **mandatory, standardized** student assessments/tests as required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). Excludes optional school/district assessments, optional 3rd party/vendor testing results, and tests included in classroom grade documentation.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-17 Rev. 2	Standardized Achievement Test Results – Individual Student Individual student results of standardized achievement tests <u>required</u> by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). Excludes <u>optional</u> school/district assessments covered by SD2014-024. <i>Note: OSPI's record of standardized test results is designated Archival <u>for OSPI</u> and must be retained <u>by OSPI</u> until transferred to Washington State Archives for permanent retention.</i>	Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

7.1. STUDENT ACHIEVEMENT TESTING (STANDARDIZED)

*The activity of measuring student knowledge/achievement through **mandatory, standardized** student assessments/tests as required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI). Excludes optional school/district assessments, optional 3rd party/vendor testing results, and tests included in classroom grade documentation.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-18 Rev. 2	Standardized Achievement Testing (Mandatory) Records documenting standardized achievement testing required by federal or state statute and/or the Office of the Superintendent of Public Instruction (OSPI), where OSPI is the custodian of the student responses and test results. Includes contractors. Records include, but are not limited to: • Test booklet assignment lists, sign-in sheets/rosters, etc.; • All test questions and all answers regardless of format (paper or electronic), including test booklets, answer/bubble sheets, etc.; • Correspondence with OSPI (testing irregularities, modified testing schedules, medical exemptions, damaged/missing numbered booklets, proof of return of test materials, etc.). Tests/testing materials may include, but are not limited to: • Measurements of Student Progress (MSP); Smarter Balanced Tests (English Language Arts, Math, etc.); • High School Proficiency Exam (HSPE), HSPE-Basic, Developmentally Appropriate Proficiency Exam (DAPE); • End of Course Exams (EOC Algebra, EOC Geometry, EOC Biology, etc.). Excludes: • Testing results incorporated into official student record (SD51-05F-10). • English language proficiency assessments conducted pursuant to chapter 28A.180 RCW and covered by SD2014-027. Reference Washington State Assessment Coordinators Manual on OSPI's website at: http://www.k12.wa.us/TestAdministration/Instructions/default.aspx.	Retain until completion of testing <i>then</i> Return secure test materials and Destroy non-secure test materials as directed by OSPI in the current Washington State Assessment Coordinators Manual.	NON-ARCHIVAL NON-ESSENTIAL OFM

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 36 and 37.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-064 Rev. 0	Homeless Child and Youth Identification/Eligibility Determination 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 McKinney-Vento Homeless Education Assistance Improvements Act of 2001. Includes, but is not limited to: • 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. Excludes official agency policies and procedures covered by <i>CORE</i> series GS50-01-24.	Retain for 6 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-09-02 Rev. 2	Immunization Status Records documenting a student's immunization status, including proof of immunization pursuant to RCW 28A.210.080, or certification of exemption pursuant to RCW 28A.210.90. Includes Department of Health Certificate of Immunization Status form #348-013.	Retain until student graduates or withdraws <i>then</i> Return to parent/legal guardian or emancipated student <i>or</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 individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 36 and 37.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-065 Rev. 0	Immunization/Exemption Reporting Compliance Records documenting the school/district's efforts to achieve student compliance with immunization requirements pursuant to RCW 28A.210.080 and chapter 246-105 WAC. Includes, but is not limited to: • Steps taken to bring students into compliance; • Correspondence to and from parent/legal guardian(s). Excludes immunization status reports 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. 1	Immunization-Related Exclusions Records relating to the exclusion of students from school due to failure to provide proof of immunization or certification of exemption pursuant to RCW 28A.210.120, WAC 246-105-080, and/or chapter 392-380 WAC. Includes exclusions due to communicable disease outbreaks pursuant to chapter 246-110 WAC. Excludes immunization status reports covered by SD51-09-02.	Retain for 3 years after date student excluded from school <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 36 and 37.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-05J-06 Rev. 2	<i>Student Assignment – General</i> Records relating to the assignment of a specific student to a district, school or program <i>where a placement process exists</i> (such as lottery, teacher nomination, etc.). Does <u>not</u> include categorical/special service <u>or</u> special education programs. Programs may include, but are not limited to: • Alternative education/learning programs (online programs, math/art/science/music academies, etc.); • Early entrance (WAC 392-335-025) , full-day kindergarten, Montessori, etc.; • International Baccalaureate (IB), Advanced Placement (AP); • “College in school” classes (where not associated with Running Start). Records include, but are not limited to: • Nominations, observations, recommendations; • Screening/interview/intake forms and checklists (eligible and ineligible); • Testing results; • Communications with parents/legal guardians; • Appeals. Excludes: • Special education programs regulated by chapter 28A.155 RCW; • Categorical/special service programs covered by SD51-06A-13, SD2014-027, and/or SD2014-026; • Alternative Learning Experience (ALE) programs covered by SD20122-074; • Home-based instruction covered by SD51-09A-01, -02, -03, and -05; • Student transfers covered by SD51-05J-02, SD2012-067 and SD51-09A-03.	Retain for 6 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 36 and 37.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06A-13 Rev. 2	<i>Student Assignment – Special Service Programs (Student Not Placed)</i> Records relating to student qualification for or placement in special service schools, programs, classes and activities offered by the district (including contractors) that are regulated by specific statute <u>and</u> where the student is denied placement or where the student/parent/legal guardian declines placement. <u>See exclusions, below.</u> Programs/classes may include, but are not limited to: • Highly Capable/Gifted/Talented (chapter 392-170 WAC); • Learning Assistance Program (LAP) (chapter 392-162 WAC); • Indian Education Programs (Title VII); • Running Start Program (chapter 392-169 WAC); • Dropout Reengagement Program (chapter 392-700 WAC). Records include, but are not limited to: • Nominations, observations, recommendations; • Screening/interview/intake forms and checklists; • Testing results; • Communications with parents/legal guardians. • Appeals. Excludes: • Special education programs regulated by chapter 28A.155 RCW; • Transitional bilingual instruction programs regulated by chapter 28A.180 RCW; • Homeless child and youth programs covered by SD2012-064; • Alternative Learning Experience (ALE) records covered by SD2012-074.	Retain for 1 year after placement denied or declined <i>and</i> expiration of appeal period, <i>whichever is later then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 36 and 37.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-026 Rev. 0	<i>Student Assignment – Special Service Programs (Student Placed)</i> Records relating to student participation in special service schools, programs, classes and activities offered by the district (including contractors) that are regulated by specific statute. <u>See exclusions, below.</u> Programs/classes include, <u>but are not limited to</u>: • Highly capable/gifted/talented (chapter 392-170 WAC); • Learning Assistance Program (LAP) (chapter 392-162 WAC); • Indian Education (Title VII {20 U.S.C. 7401 et seq.}); • Running Start Program (chapter 392-169 WAC); • Dropout Reengagement (chapter 392-700 WAC). Records may include, <u>but are not limited to</u>: • Nominations, observations, recommendations; • Screening/interview/intake forms and checklists; • Testing results; • Communications with parents/legal guardians. <i>Excludes:</i> • Special education programs regulated by chapter 28A.155 RCW; • Transitional bilingual instruction programs regulated by chapter 28A.180 RCW; • Homeless child and youth programs covered by SD2012-064; • Alternative Learning Experience (ALE) records covered by SD2012-074. • Grade documentation covered by SD51-06E-02.	Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 36 and 37.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2014-027 Rev. 0	Student Assignment – Special Service Programs (Transitional Bilingual Instruction) Records relating to determining student <i>eligibility for and</i> student <i>participation in</i> Transitional Bilingual Instruction Programs (TBIP) pursuant to chapter 28A.180 RCW, such as English Language Learners (ELL) or English as a Second Language (ESL). Includes ineligible and eligible students. Records include, but are not limited to: • Home Language Survey (HLS) verified by parent/legal guardian or emancipated student; • Communications with parents/legal guardians, notifications, etc.; • English language proficiency assessment results (<i>placement and annual</i> tests); • Documentation pertaining to student's exit from program. Reference OSPI publication Washington State Transitional Bilingual Instruction Program Guidelines at www.k12.wa.us/MigrantBilingual/TBIP-Guidelines.aspx.	Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05J-02 Rev. 3	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 RCW 28A.225.220, or for an intra-district school transfer in accordance with RCW 28A.225.270, <i>where the request is granted</i>.	Retain for 6 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

7.2. STUDENT ASSIGNMENT

The activity of determining student eligibility to attend school within the district's boundaries, assigning individual students to the appropriate school and grade level, and ensuring that legalities have been met (age, immunizations, etc.). Includes placement of qualifying students into specialized/alternative schools, programs, classes and activities. Excludes Special Education records covered on pages 36 and 37.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-067 Rev. 1	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 (commonly referred to as boundary exceptions) in accordance with RCW 28A.225.220, or for an intra-district school transfer in accordance with RCW 28A.225.270, where the request is <u>not</u> granted. <i>Note: School district decisions may be appealed to the Superintendent of Public Instruction (OSPI) in accordance with RCW 28A.225.230.</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: • 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	<i>Absence (Student) – Grades K-8</i> Records relating to student absence (excused and unexcused), where a truancy petition has <u>not</u> been filed. Includes, but is not limited to: • 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. <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>	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
SD2011-154 Rev. 0	<i>Absence (Student) – Grades 9-12</i> Records relating to student absence (excused and unexcused), where a truancy petition has <u>not</u> been filed. Includes, but is not limited to: • 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. <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>	Retain for 1 year after end of fiscal year <i>then</i> Destroy.	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. 2	Attendance Records documenting student presence or absence, <u>each day and/or period</u>, in all grade levels. Includes, but is not limited to: • Attendance in all learning environments (classroom, alternative learning experience, pre-kindergarten programs administered by the agency, etc.); • Attendance in institutional education programs (notification from state- or county-operated juvenile detention centers/groups homes, adult jails and state correctional facilities, community schools, 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.). Excludes grant-funded programs (Head Start, etc.) which are covered by records series in the Financial Management section of the <i>Local Government Common Records Retention Schedule (CORE)</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 OPR

7.3. STUDENT ATTENDANCE/ABSENCE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-06C-31 Rev. 1	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. Includes, but is not limited to: • 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.). <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>	Retain for 6 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-04-14 Rev. 1	Student Tracking Recordings documenting student whereabouts while at school. Includes, but is not limited to: • Student sign in/sign out sheets, late arrival/early departure logs, etc.; • Temporary authorizations for bus and pick-up changes. Excludes admit slips and hall passes, which are covered by CORE series GS50-02-05.	Retain until end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

7.3. STUDENT ATTENDANCE/ABSENCE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-04-10 Rev. 1	<i>Truancy Case Files</i> Records relating to student absence where a truancy petition <u>has</u> been filed against the parent/legal guardian in accordance RCW 28A.225.035. Includes, but is not limited to: • 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.	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.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-04-07 Rev. 1	<i>Truancy Petition/Disposition Log</i> Summary listing/log which tracks the filing and disposition of truancy petitions to compel school attendance.	Retain for 6 years after last entry <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-05 Rev. 1	General Educational Development (GED) Test – Eligibility Records relating to student requests for approval to take the General Educational Development (GED) test in accordance with chapter 180-96 WAC in order to receive a Certificate of Educational Competence pursuant to chapter 131-48 WAC. Includes, but is not limited to: • 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. <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>	Retain until no longer needed for agency business <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-02 Rev. 1	Authorization For/Release of Student Records – Prior Consent Not 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 not required in accordance with 34 CFR § 99.31, 34 CFR §99.32(d), and WAC 392-172A-05195, and where disclosure records are not required to be retained longer than 3 years in accordance with federal or state statute. Includes, but is not limited to, requests from and release of records to: • The parent or eligible student; • A school official under 34 CFR §99.31(a)(1); • Certain parties seeking directory information under 34 CFR § 99.37; • A judicial order or subpoena under 34 CFR §99.31(a)(9)(ii)(A), (B) & (C). Excludes disclosure to state and local educational authorities and federal officials and agencies listed in 34 CFR § 99.31(a)(3), which are covered by SD2012-068. Excludes requests where prior consent is required, which are covered by SD2012-068. Reference: Family Educational Rights and Privacy Act (FERPA).	Retain for 3 years after request received and records released <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

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	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 34 CFR § 99.30, and/or where disclosure records are required to be retained in accordance with 34 CFR § 99.32. Includes, <u>but is not limited to</u>, requests from and release of records to: - Any party with written consent from the parent or eligible student; - State and local educational authorities and federal officials and agencies listed in 34 CFR § 99.31(a)(3) pursuant to 34 CFR § 99.32; - 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). Excludes records covered by SD51-05F-02. Reference: Family Educational Rights and Privacy Act (FERPA).	Retain until the education records of the student are no longer retained <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-05F-03 Rev. 1	Confidential Reports (a.k.a. Guidance Reports or Supplementary Reports) Includes subjective reports and anecdotal information from district, outside agencies and individuals. Remarks: These records should be separated from the cumulative folder with access limited in accordance with the Family Educational Rights and Privacy Act (FERPA).	Retain for 3 years after student graduates or withdraws <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
SD51-20-10 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. 3	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. Record <i>may</i> also contain additional personally identifiable information including address, phone number, classes attended, grades earned, attendance record, grade level completed, year completed, etc. Includes, but not limited to: • High school transcripts prepared in accordance with WAC 392-415-070 (including “met/not met” graduation requirements); • 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 ESSENTIAL OPR

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
SD2012-069 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
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> Contact Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) 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-07 Rev. 3	<i>Student Cumulative Folder (Student File Folder)</i> Contains information collected on each student in addition to the Official Student Record, regardless of storage medium or format. May contain, but is not limited to: • 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 (MSP, HSPE, WELPA, SAT, AP/IB, etc.); • Records of student accomplishments and participation in school activities; • Such other information as shall enable staff to counsel with students and plan appropriate activities. <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 WAC 434-615-020. 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> <i>Note: Items listed in this series may (also) be covered elsewhere in this schedule and must be retained for the longer of the two retention periods (if they differ).</i>	Retain for 3 years after student graduates or withdraws from district <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-01-50 Rev. 1	<i>Student Disciplinary Action Report</i>	Retain for 3 years after end of school year <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-08 Rev. 2	<i>Student Discipline Files</i> Includes student expulsion records.	Retain for 3 years after matter resolved <u>or</u> 3 years after student graduates or withdraws, <i>whichever is sooner then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD2012-070 Rev. 0	<i>Student Identification Photos</i> 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	<i>Student Locator Cards/Class Schedules</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 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 unpackaged food have been issued a food worker card pursuant to chapter 69.06 RCW and chapter 246-217 WAC .	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 National School Lunch Program . <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 7 CFR § 245.6a .	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 9 CFR § 417 and 21 CFR § 123.6 . 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

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	<i>Stock Inventory Report Summary</i> 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

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](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-071 Rev. 1	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: • First aid; minor illness/injury; emergencies (diabetes, anaphylaxis, injuries, concussion/head injury, etc.); • Health screenings (visual, auditory, etc.) pursuant to chapter 28A.210 RCW; • Speech-language pathology, mental health care, physical therapy, catheterization, etc. • Administration of medication pursuant to RCW 28A.210.260-.270 & chapter 18.79 RCW. Records may include, but are not limited to: • 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 (RCW 28A.210.320) 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 28A.210 RCW; • 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. <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 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](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-09-05 Rev. 1	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>	Retain for 8 years after last entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD51-09-08 Rev. 0	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.	Retain for 8 years after last entry/dose administered <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SD2012-072 Rev. 0	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>	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](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD2012-073 Rev. 0	Medication Inventory Records relating to the inventory and/or final disposition of unused student medication in the school's custody. Includes, but is not limited to: - Controlled substance counting; - Return of medication to parent/legal guardian, destroyed, or delivery to law enforcement agency. Excludes the administration of medication covered by SD2012-071. Excludes instances of suspected theft covered by SD2012-072.	Retain for 1 year after medications returned/destroyed/delivered to law enforcement agency <i>then</i> Destroy.	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	<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. Interscholastic activities and contests include, but are not limited to, those overseen by: • Office of the Superintendent of Public Instruction: Distributive Education Clubs of America (DECA), Future Farmers of America (FFA), Future Business Leaders of America (FBLA), etc.; • Association of Washington School Principals: Student Council, National Honor Society, Senate Youth Program, etc.; • Washington Interscholastic Activities Association (WIAA): Drama, forensics, music, spirit, athletics; • Independent sponsors: Chess, History Day, Knowledge Bowl, Math Olympiad, Science Bowl, Spelling B's, YMCA Youth & Government Mock Trial Program, etc. Records include, but are not limited to: • 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. <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>	Retain for 6 years after end of school year <i>then</i> Contact Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

8.3. INTERSCHOLASTIC ACTIVITIES

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SD51-03-04 Rev. 2	<i>Interscholastic Activities – Eligibility</i> Records relating to student and school eligibility and registration for interscholastic activities. Includes, but is not limited to: • Physicals, insurance, emergency contact/medical information, etc.; • Grade point, appeals, etc.; • Registration (student, league, etc.). Excludes parent/legal guardian consent forms which are covered by SD51-06C-31. Excludes records covered by SD2012-071.	Retain for 3 years after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-03-15 Rev. 1	<i>Interscholastic Activities – Self-Evaluation Surveys</i> Records relating to the school/district's compliance with Title IX of the Educational Amendments Act of 1972 and 34 CFR §106.41. 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 34 CFR 106.3(c).	Retain for 6 years after end of school year <i>then</i> Destroy.	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
SD2014-028 Rev. 0	<i>Bus Sign/Light Violation – Failure to Stop</i> Records relating to driver/vehicle failure to stop for a school bus in accordance with RCW 46.61.370 . Includes, but is not limited to: Form SPI 1514 completed pursuant to RCW 46.61.372, <i>whether filed with law enforcement or not</i>; Form SPI 1514 returned by law enforcement agency indicating disposition completion.	Retain for 1 year after end of school year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

INDEXES: ARCHIVAL / PERMANENT RECORDS

AGENCY MANAGEMENT

Community Relations

Descriptive Guide to School District Administration and Buildings	5
Historical Records, Materials and Artifacts that Should be Retained for Commemorative Events and Displays	6

Policies and Procedures

School Assignment Procedures	10
------------------------------------	----

Reporting

Healthy Youth Survey Results	11
------------------------------------	----

Superintendent

Accreditation	14
Basic Education Act Compliance	14
Boundary Records	15
Official School District Negotiated School Calendars	14
Superintendent of Schools (General)	15

EDUCATIONAL SERVICE DISTRICTS

Administration

Educational Service District Boundary Records	20
---	----

STUDENT ADMINISTRATION

Student Records

Graduate List	58
School Registers	59

STUDENT LEARNING

Curriculum

Course Description Catalog	30
Curriculum Summaries and Guides	30
Graduation Requirements	32
Instructional Materials Subject File	32
School Master Schedule	33

Home-Based Instruction

List of Services Provided by the School District	34
--	----

STUDENT SERVICES

Interscholastic Activities

Interscholastic Activities – Achievements	70
---	----

INDEX: ESSENTIAL RECORDS

HUMAN RESOURCE MANAGEMENT

Personnel

Certificated Years of Experience	27
--	----

STUDENT ADMINISTRATION

Student Records

Official Student Record	58
-------------------------------	----

STUDENT LEARNING

Skills Center

Skills Center Patient Case Files	35
--	----

INDEX: DISPOSITION AUTHORITY NUMBERS (DANs)

SD2011-153.....	9	SD51-02A-04.....	23	SD51-05G-13.....	72	SD51-08-03.....	62
SD2011-154.....	51	SD51-03-04.....	71	SD51-05G-14.....	72	SD51-08-04.....	63
SD2012-062.....	7	SD51-03-15.....	71	SD51-05I-02.....	36	SD51-08-05.....	63
SD2012-063.....	13	SD51-03C-17.....	11	SD51-05I-03.....	36	SD51-08-06.....	64
SD2012-064.....	44	SD51-03E-26.....	24	SD51-05I-04.....	37	SD51-08-07.....	64
SD2012-065.....	45	SD51-03E-28.....	24	SD51-05J-02.....	49	SD51-08-08.....	65
SD2012-066.....	45	SD51-04-01.....	51	SD51-05J-04.....	50	SD51-08-09.....	65
SD2012-067.....	50	SD51-04-05.....	52	SD51-05J-05.....	10	SD51-08-10.....	65
SD2012-068.....	57	SD51-04-07.....	54	SD51-05J-06.....	46	SD51-08-11.....	65
SD2012-069.....	59	SD51-04-10.....	54	SD51-06A-02.....	29	SD51-08-12.....	66
SD2012-070.....	61	SD51-04-14.....	53	SD51-06A-03.....	5	SD51-08-13.....	64
SD2012-071.....	67	SD51-04G-01.....	16	SD51-06A-04.....	29	SD51-08-14.....	63
SD2012-072.....	68	SD51-04G-03.....	28	SD51-06A-05.....	30	SD51-08-15.....	63
SD2012-073.....	69	SD51-05-02.....	15	SD51-06A-06.....	31	SD51-08-16.....	64
SD2012-074.....	38	SD51-05-05.....	5	SD51-06A-07.....	32	SD51-09-01.....	39
SD2014-020.....	25	SD51-05-06.....	14	SD51-06A-08.....	32	SD51-09-02.....	44
SD2014-021.....	26	SD51-05-08.....	15	SD51-06A-09.....	32	SD51-09-03.....	13
SD2014-022.....	27	SD51-05-10.....	14	SD51-06A-10.....	32	SD51-09-05.....	68
SD2014-023.....	39	SD51-05-11.....	14	SD51-06A-11.....	31	SD51-09-08.....	68
SD2014-024.....	40	SD51-05-13.....	15	SD51-06A-12.....	33	SD51-09A-01.....	34
SD2014-025.....	41	SD51-05F-02.....	56	SD51-06A-13.....	47	SD51-09A-02.....	34
SD2014-026.....	48	SD51-05F-03.....	57	SD51-06A-16.....	41	SD51-09A-03.....	34
SD2014-027.....	49	SD51-05F-05.....	55	SD51-06A-17.....	42	SD51-09A-05.....	34
SD2014-028.....	72	SD51-05F-07.....	60	SD51-06A-18.....	43	SD51-10-02.....	35
SD51-01-35.....	7	SD51-05F-08.....	61	SD51-06A-19.....	30	SD51-10-03.....	35
SD51-01-37.....	12	SD51-05F-09.....	61	SD51-06C-31.....	53	SD51-11-02.....	20
SD51-01-39.....	8	SD51-05F-10.....	58	SD51-06E-01.....	38	SD51-12-03.....	17
SD51-01-46.....	27	SD51-05F-11.....	59	SD51-06E-02.....	38	SD51-12-05.....	11
SD51-01-49.....	33	SD51-05G-02.....	72	SD51-06E-03.....	39	SD51-13-03.....	21
SD51-01-50.....	60	SD51-05G-04.....	18	SD51-07-08.....	9	SD51-13-04.....	21
SD51-01-52.....	6	SD51-05G-06.....	19	SD51-08-01.....	62	SD51-14-02.....	22
SD51-02-03.....	23	SD51-05G-07.....	19	SD51-08-02.....	62	SD51-14-04.....	22

SD51-20-02	70	SD51-20-04	63	SD51-20-09	7
SD51-20-03	33	SD51-20-08	7	SD51-20-10	58

INDEX: SUBJECTS

NOTE: "CORE" refers to the Local Government Common Records Retention Schedule.

5

504 accommodations... *see CORE series GS50-04C-01*

9

9-12 attendance/absence..... 51

A

abuse
 employee investigations..... 26
 suspected child abuse..... 13, 26
academic learning requirements 31
accidents/incidents *see also CORE*
 student..... 67
accommodations (504) *see CORE series GS50-04C-01*
accounting..... *see CORE*
accreditation 14
accusations (employee misconduct/abuse) 25, 26
achievement testing (standardized) 41, 43
 results 41, 42, 60
ACT scores..... 60
advanced placement (AP)
 placement..... 46
 scores..... 58

Alternative Learning Experience (ALE)
 attendance/absence..... 52
 lesson plans 38
 reporting to OSPI 12
annual report *see also CORE*
 for approval (SBE) 14
annuals/yearbooks..... 6
AP/IB scores 60
apportionment
 report from OSPI..... 23
 reporting to OSPI 12
aptitude test results..... 60
arrival/departure logs 53
as-built drawings..... *see CORE*
assessments
 mandatory 43
 school/district optional..... 39, 40
asset management..... *see CORE*
assignment (student)
 placement 47, 48
 procedures..... 10
associated student body (ASB)
 bylaws
 adopted *see CORE series GS50-05A-01*
 development *see CORE series GS50-05A-07*
 elections *see CORE series GS2012-019*
 expenditures..... *see CORE series GS2011-184*
 minutes *see CORE series GS50-05A-13*
athletics
 eligibility 71

 parent/guardian permission..... 53
attendance/absence
 excuses/notification/case files 51
 institutional settings 52
 school-sponsored activities 53
 source documentation (Pre-K – 12)..... 52
 truancy case files/petitions 54
authorizations
 field trips..... 53
 release of student records..... 56, 57
award lists 6, *see also* interscholastic activities

B

baccalaureate programs 6
Basic Education Act documentation (SBE) 14
Becca Bill (truancy) 54
benefits (human resources) *see CORE*
bilingual instruction 49
bloodborne pathogen (staff training) 28
Board of Education (approval) 14
boards/councils/committees *see CORE*
boundaries
 educational service districts 20
 exceptions..... 49, 50
 school districts 15
breakfast program 65
budget..... *see also CORE*
 revision requests 23

bullying prevention	9
buses	<i>see also CORE</i>
condition checklists	18
improper conduct	72
maintenance	18
operations logs	19
pick-up/drop-off changes (temporary).....	53
schedules	19
special transportation.....	72

C

calendars/handbooks (official district)	14
case files	
discipline (student)	61
patient (student).....	35
truancy.....	54
catalogs (course descriptions)	30
catering requests	62
catheterization services	67
certificated years of experience	27
certificates	
accreditation.....	14
educational competence (GED)	55
immunization status (CIS)	44, 45
teacher.....	22
challenges (instructional materials).....	5
chaperones (extra-curricular)	53
child abuse (suspected)	13, 26
chronic health conditions	67
class	
activities materials (historical).....	6
attendance.....	52

photos.....	61
rankings	6
schedule (master)	33
schedules (student locator cards).....	61
syllabus	33
clock hour credit (staff).....	16
commemorative events/displays.....	6
communicable disease report to health dept.....	13
community schools	52
community/public relations.....	<i>see also CORE</i>
challenges of instructional materials.....	5
commemorative events/displays	6
guides to facilities	5
compulsory school attendance petitions.....	54
concussion/head injury (student).....	67
conduct (bus)	72
confidential reports	57
construction.....	<i>see CORE</i>
contact information	
cumulative folder (student).....	60
emergency preparedness	<i>see CORE</i>
interscholastic activities	71
contests (interscholastic activities).....	71
contracts	<i>see CORE</i>
controlled substances (student medication)	69
corrective action (employee).....	25, 26
count	
enrollment (for apportionment).....	12
meal/milk.....	63, 65
medication	69
stock control inventory.....	65
course description catalogs	30
culminating projects	38
cumulative folder (student)	60

curriculum	
Alternative Learning Experience (ALE)	12
categorical programs (federal/state).....	29
course additions/deletions/changes	29
course description catalog.....	30
equivalencies	32
essential academic learning requirements.....	31
instructional materials.....	32
summaries/guides	30
waivers.....	31, 41

D

daily	
bus evaluation/operations	18, 19
meal/milk count	63
medication administered.....	68
declaration of intent (home-based instruction)	34
demographic/enrollment projections.....	9
design/construction	<i>see CORE</i>
DIBELS (Dynamic Indicators of Basic Early Literacy Skills).....	40
directory information (student).....	56
discipline	
employee	25, 26, <i>see also CORE, see also CORE</i>
student.....	54, 60, 61
disclosure of student records	56, 57
districts	
boundaries.....	15
official school calendars	14
drawings	
architectural	<i>see CORE</i>
school district boundaries	15

dropout reengagement program 48
drug/alcohol surveys..... 11

E

early departure logs 53
Education, State Board 14
educational competence certificate 55
educational service districts
 accreditation..... 14
 boundaries..... 20
 historical records/artifacts 6
electronic information systems *see CORE*
eligibility (interscholastic activities) 71
emergency information 53, 60, 71
emergency medical treatment (student)..... 67
employee *see also CORE*
 certificated years of experience 27
 misconduct
 abuse (verbal/physical) 26
 sexual 25
English language proficiency..... 49
enrollment
 entry/withdrawal (student) 60
 history (official student record) 58
 projections..... 9
equivalencies (graduation requirements)..... 32
error corrections (on official student record) 58
Essential Academic Learning Requirements 12, 31, 32
ethnicity/race data..... 12
events (science, music, athletic, etc.) 53
exceptions (boundary) 49, 50
excuse slips (absence)..... 51

executive communications *see CORE*
expectations (student) 33
extra-curricular activities (permissions) 53

F

facilities/property management..... *see also CORE*
 descriptive guide 5
 inspections (health) 63
 LEED (Leadership in Energy & Environ. Design).. 17
 use permits *see CORE*
field trips 53
film viewing (permission) 33
final grade point summaries 6
financial management *see also CORE*
 apportionment 23
first aid treatment..... 67
fleet/motor pool *see CORE*
food services 62, 63, 64, 65, 66
 breakfast program 65
 free/reduced-price meals 63
 hazard analysis (HACCP Plan) 63
 health inspections..... 63
 site health permit 65
 stock control 65, 66
food worker card 62

G

gas usage..... *see also CORE*
GED testing 55
gender change (on official student record) 58

gifted program 48
glossary of terms..... *see CORE*
governing bodies..... *see CORE*
grade documentation 38
grades/progress reports 60
 adjustments (on official student record) 58
 Alternative Learning Experience (ALE) 38
 elementary 38
 error corrections..... 58
 final grade point summaries..... 6
 official student record 58
 secondary 38
graduate list 58
graduating class history files 6
graduation requirements 32
graduation/drop-out rate 12
grant surveys (impact aid) 11
guidance reports (confidential student) 57

H

HACCP Plan (food services) 63
harassment prevention..... 9
head injury/concussion (student) 67
health
 inspections (facility) 63
 permit (site) 65
health care/services..... 67
 exemptions 67
 health/nurse room 68
 life-threatening health conditions..... 67
 medication administration 68
 medication errors 68

medication inventory	69
skills center	35
Healthy Youth Survey.....	11
hearing/vision test results	67
highly capable program	48
historical	
guides to facilities	5
materials/artifacts	6
HIV/AIDS and HBV training (staff).....	28
home language survey	49
home/hospital tutoring (applications).....	39
home-based instruction.....	34
homeless child/youth	44
honor roll lists	6
human resources	<i>see CORE</i>

I

IB/AP scores	60
identification photos (student).....	61
illness/injury	
staff	<i>see CORE</i>
student.....	67, 68
immunization	
certificates (CIS)	44
exclusions for failure to provide proof	45
reporting compliance	45
status report (to DOH)	13
incarcerated students	52
incidents/accidents	<i>see also CORE</i>
student.....	67
Indian education program)	48
Individualized Education Programs (IEPs).....	36

injury (student)	67
in-service education.....	16
inspections (health)	63
institutional education programs	52
instructional materials	
challenges	5
subject file	32
insurance.....	<i>see also CORE</i>
interscholastic activities	71
internet access/film viewing (permission)	33
interscholastic activities	
achievements.....	70
eligibility	71
self-evaluation surveys	71
Title IX surveys	71
intimidation prevention	9
inventory.....	<i>see also CORE</i>
equipment (categorical programs)	29
medication (student)	69
stock control (food services).....	65, 66
investigations	<i>see also CORE</i>
employee misconduct/abuse	25, 26
medication errors	68
student discipline.....	60, 61

J

judicial order (student records)	<i>see also CORE</i>
--	----------------------

K

K-8 attendance/absence	51
------------------------------	----

L

late arrival logs	53
learning assistance program (LAP).....	48
Learning by Choice	
procedures.....	10
student assignment	49, 50
learning resource center	
advisory committee selection.....	21
teacher evaluation forms	21
LEED (Leadership in Energy & Environ. Design)	17
legal (advice, litigation, legal affairs)	<i>see CORE</i>
lesson plans	
Alternative Learning Experience (ALE)	38
general	39
library services	<i>see CORE</i>
life-threatening health conditions	67
lunch program.....	62, 63, 64, 65, 66

M

mail/delivery	<i>see CORE</i>
maintenance	<i>see CORE</i>
MAP (Measures of Academic Progress)	40
master schedule.....	33
McKinney-Vento Act	44
meals/milk	
breakfast program	65
counts	65
free/reduced.....	63
menus	64
production	64
stock control	65, 66

tickets	64
media center services	<i>see CORE</i>
medical records (student).....	67
medication	
administration	67, 68
errors/theft.....	68
inventory.....	69
treatment orders	67
meetings	<i>see CORE</i>
mental health care	67
menus	64
minutes	<i>see CORE</i>
misconduct	
employee	<i>see also CORE</i>
sexual	25
verbal/physical abuse.....	26
student.....	60, 61
monthly meal count reimbursement report.....	65
music events	53

N

National School Lunch Act	63
news/media release (television/photo).....	7
newspapers (student)	6
nurse room.....	68

O

official school calendars.....	14
official student record.....	58
challenges to.....	58, 59

operating savings (major facility projects).....	17
opt-out	
health screenings.....	67
photo usage	7
OSPI	
apportionment report	23
lunch program plan	65
reporting.....	12

P

P-223 reporting to OSPI	12
parent drivers (field trips)	53
parent/legal guardian	
boundary exception request	49, 50
home-based instruction	34
impac aid surveys (not eligible)	11
permissions	
administration of medication/health care	67
extra-curricular activities	53
field trips	53
internet access/film viewing	33
photo/media release or opt-out	7
release of student records	56, 57
statement of requirements/expectations	33
payroll	<i>see also CORE, Financial Mgmt</i>
status sheets	24
permissions	<i>see parent/legal guardian permissions</i>
permits	<i>see also CORE</i>
food handler's.....	62
professional education	22
site health	65
petitions (truancy)	54

photos	<i>see also CORE</i>
permission/opt-out	7
student I.D. and class.....	61
physical therapy	67
planning	<i>see CORE</i>
policies	<i>see also CORE</i>
student assignment	10
Pre-K	
attendance/absence	52
homeless child/youth	44
prior consent (student records)	56, 57
private vehicles	53
procedures/policies	<i>see also CORE</i>
student assignment	10
progress reports.....	60
project plans	<i>see CORE</i>
projections (demographic/enrollment)	9
property management.....	<i>see CORE</i>
public	
disclosure.....	<i>see CORE</i>
research	7, 8
Public Law 81-874	11

R

receipts	<i>see also CORE</i>
signature of.....	27
records management.....	<i>see CORE</i>
registration	
interscholastic activities	71
student.....	50
release of student records	56, 57

reports	
absence (student)	54
apportionment	23
<i>Basic Education Act</i> compliance	14
communicable disease	13
drug/alcohol surveys	11
F-196.....	65, 66
immunization.....	13, 45
impact aid programs.....	11
individual essential academic learning.....	32
meal/milk count	65
medication errors	68
suspected child abuse.....	13
to OSPI	12
research (public access)	7, 8
running start program)	48

S

safety (school)	9
SAT scores	60
schedules	
buses.....	19
school master (classes).....	33
student locator (classes).....	61
school	
assignment (student).....	46
board minutes	<i>see CORE</i>
buses.....	<i>see buses</i>
district boundaries.....	15
improvement plan (SIP)	14
registers	59
safety plans.....	9, 12

science events.....	53
screening (health)	67
section 504 accommodations	<i>see CORE series GS50-04C-01</i>
security.....	<i>see CORE</i>
senior projects	38
sexual misconduct (employee)	25
sign in/out sheets (student).....	53
signature of receipt record	27
site health permit.....	65
skills center (case files/time logs)	35
special education	
programs (students not eligible)	37
student history files	36
transportation	72
special service programs.....	48
speech-language pathology services	67
sports events.....	53
staff records	<i>see also CORE</i>
learning resource center evaluations.....	21
payroll.....	24
signature of receipt	27
training	28
standardized achievement testing	
communications	41
results	41, 42, 60
test/testing materials	43
State Board of Education (approval).....	14
stock control/inventory	65, 66
students	
absences	51, 54
alternative learning experience (ALE).....	38
assignment (procedures).....	10
assignment/placement.....	47, 48

cumulative folder/student file folder	60
curriculum waiver requests	31, 41
discipline.....	60, 61
drug/alcohol surveys	11
federal impact aid surveys.....	11
general educational development (GED)	55
grade documentation	38
graduates list	58
health care/services	68
health/safety	13
home/hospital tutoring (applications)	39
home-based instruction	34
homeless.....	44
improper conduct (bus)	72
incarcerated.....	52
injury.....	67
interscholastic activities	71
learning objectives.....	31
locator cards/class schedules	61
medical treatment.....	67
medication administration	68
official student record	58
photo/media release or opt-out.....	7
photos (I.D.)	61
progress reports	60
registration	50
release authorizations	56, 57
school assignment	46
school registers.....	59
skills centers	35
special education.....	36
suspected child abuse.....	13, 26
television/photo release.....	7

testing	
mandatory.....	43
results	
AP/IB/SAT/ACT	60
special service programs	48
school/district optional	39, 40
tracking (whereabouts)	53
with disabilities (special transportation)	72
superintendent of schools	15
supplementary reports (confidential student)	57
surveys	
Healthy Youth (drug/alcohol)	11
impact aid program (child not eligible)	11
interscholastic activities (Title IX)	71
syllabus	33

T

teacher	
certification.....	22
grade documentation	38
lesson plans	38, 39

professional education permits	22
test selection (school/district optional)	39
testing	
categorical programs	29
GED	55
mandatory	43
results (in cumulative folder).....	60
school/district optional.....	40
special education.....	36
special service programs	47, 48
theft (medication).....	68
time logs (skills center)	35
Title IX (surveys).....	71
tracking (student whereabouts)	53
traffic safety (permissions)	53
training (staff)	<i>see also CORE, Training</i>
HIV/AIDS & HBV	28
in-service education programs	16
transcripts	58
GED	55
transfer requests	
home-based to district	34
inter- and intra-district	49, 50

transitional bilingual instruction (TBIP).....	49
transportation (report to OSPI).....	12
truancy	12, 54
tutoring (home/hospital)	39

V

vehicles	<i>see also CORE</i>
bus condition check	18
vision/hearing test results	67

W

WA Interscholastic Activities Assoc. (WIAA)	71
waivers	
Basic Education Act Compliance.....	14
curriculum.....	31, 41
liability	53, <i>see also CORE</i>
weapons and student behavior data	12
withdrawal (student)	50