



**Policy: Student Record Document Retention**  
**Approved March 18, 2015**

Student Records	Permanent	Optional*	Specific time	Notes
SASID / LASID	X			
Copy of birth certificate ( <i>Legal name of student &amp; parent, DOB, gender</i> )	X	X		Copy of birth certificate is optional. Data from birth certificate is required.
Address	X			
Telephone	X			
Immunization record for withdrawals	X			
Immunization record for grads		X		
Exact date of enrollment	X			
Previous schools: Name, City, State	X			
Dates & grade levels	X			
Graduation date	X			
Withdrawal doc: <i>date, next school,</i>	X			
Withdrawal grades		X		
Transcript: <i>classes taken, grades, GPA</i>	X			
Standardized test scores	X			
College placement test scores	X			
Supplemental Programs: <i>GT, ESL...</i>		X		
Out-of-district records		X		
Emergency Information		X		
Health Screenings		X		
Adoption & Guardianship		X		
Discipline: if expelled			Until age 21	
Discipline: if NOT expelled			3 years **	
Truancy, (letters to parents, etc.)			3 years **	
Signed release of records		X		
Thomas MacLaren evaluations	X			Retention same as final grades
Thomas MacLaren checklists		X		Retention same as progress reports
<b>Other</b>				
Drop Out Records			10 years **	
Transfer In –Transfer Out Records			10 years **	
<b>Enrolled Students</b>				
Letter of Intent		X	2 years **	MacLaren preference
Enrollment form	X			MacLaren preference
Diagnostic testing	X			MacLaren preference
<b>Never Attended</b>				
LOI, Enrollment form, diagnostic tests			2 years **	MacLaren preference

\* Retention of optional information: (1) Purge graduates immediately after graduation. (2) For withdrawals: destroy after the student leaves the district. (per CSI School Records Management Manual - <http://www.csi.state.co.us/> School Resources>Information Technology)  
Thomas MacLaren policy: Optional information will either be forwarded to new school, for withdrawals, or destroyed 1 year after student withdraws or graduates.

\*\* Number of years to retain records after the school year in which records were created.