

7.3. STUDENT ATTENDANCE/ABSENCE

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