

## 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	<p><b><i>Student Cumulative Folder (Student File Folder)</i></b> Contains information collected on each student in addition to the Official Student Record, regardless of storage medium or format.</p> <p>May contain, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Date of entry and withdrawal;</li> <li>• 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.);</li> <li>• Grades and other student progress reports;</li> <li>• Results of standardized tests and assessments (MSP, HSPE, WELPA, SAT, AP/IB, etc.);</li> <li>• Records of student accomplishments and participation in school activities;</li> <li>• Such other information as shall enable staff to counsel with students and plan appropriate activities.</li> </ul> <p><i>Note: All records made or received by the agency <u>must</u> remain in the custody of the agency until the minimum retention periods have been met in accordance with <a href="#">WAC 434-615-020</a>. When a student transfers out-of-district, the original cumulative folder <u>must</u> be retained by the agency for 3 years after the student withdraws or graduates. A <u>copy</u> of the student's cumulative folder <u>may</u> be sent to the receiving district.</i></p> <p><i>Note: Items listed in this series may (also) be covered elsewhere in this schedule and must be retained for the longer of the two retention periods (if they differ).</i></p>	<p><b>Retain</b> for 3 years after student graduates or withdraws from district <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM
SD51-01-50 Rev. 1	<p><b><i>Student Disciplinary Action Report</i></b></p>	<p><b>Retain</b> for 3 years after end of school year <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OFM