### 7.4. STUDENT RECORDS

Reference chapter 392-185 WAC and chapter 392-415 WAC.

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
</table>
| SD51-05F-07 Rev. 3                 | **Student Cumulative Folder (Student File Folder)**  
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.  
*Note: All records made or received by the agency must 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 must be retained by the agency for 3 years after the student withdraws or graduates. A copy of the student’s cumulative folder may be sent to the receiving district.*  
*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).** | Retain for 3 years after student graduates or withdraws from district then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| SD51-01-50 Rev. 1                  | **Student Disciplinary Action Report** | Retain for 3 years after end of school year then Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |