

## SD – “School District” Records

Record Series	Record Title
SD3200	<b>PART 1: STUDENT ACADEMIC RECORDS</b>
SD3225	<b>PART 2: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RECORDS</b>
SD3250	<b>PART 3: RECORDS OF SPECIAL POPULATIONS AND SERVICES</b>
SD3275	<b>PART 4: ATTENDANCE RECORDS</b>
SD3300	<b>PART 5: STUDENT HEALTH RECORDS</b>
SD3325	<b>PART 6: INSTRUCTION AND GRADE REPORTING</b>
SD3350	<b>PART 7: DISCIPLINE AND COUNSELING RECORDS</b>
SD3375	<b>PART 8: ADULT AND VOCATIONAL EDUCATION RECORDS</b>
SD3400	<b>PART 9: DRIVERS EDUCATION RECORDS</b>
SD3425	<b>PART 10: ACCREDITATION RECORDS</b>
SD3450	<b>PART 11: FOOD SERVICE RECORDS</b>
SD3475	<b>PART 12: TEXTBOOK RECORDS</b>
SD3500	<b>PART 13: SCHOOL TRANSPORTATION RECORDS</b>
SD3525	<b>PART 14: SCHOOL SAFETY RECORDS</b>
SD3550	<b>PART 15: FINANCIAL RECORDS</b>
SD3575	<b>PART 16: PERSONNEL AND STAFFING RECORDS</b>
SD3600	<b>PART 17: MISCELLANEOUS REPORTS AND SURVEYS</b>
SD3625	<b>PART 18: MISCELLANEOUS RECORDS</b>
SD3650	<b>PART 19: LIBRARY RECORDS</b>

**PART 1: STUDENT ACADEMIC RECORDS**

**Retention Notes:** Any records in this part (e.g., enrollment cards) created for students who enroll or register in a school district, but who do not subsequently attend classes need to be retained only as long as administratively valuable.

SD3200-01a	<b>Academic Records</b>		SD3200-01b	<b>Academic Records</b>
SD3200-02	<b>Birth Date Documentation</b>		SD3200-03	<b>Custody Documents</b>
SD3200-04	<b>Enrollment or Registration Forms</b>		SD3200-05	<b>Home Language Surveys</b>
SD3200-06	<b>Missing Child Prevention and Identification Program Records</b>		SD3200-06a	<b>Missing Child Prevention and Identification Program Records</b>
SD3200-06b	<b>Missing Child Prevention and Identification Program Records</b>		SD3200-06c	<b>Missing Child Prevention and Identification Program Records</b>
SD3200-07	<b>Parental Permission Records</b>		SD3200-08	<b>Student Withdrawal/Record Transfer Form</b>
SD3200-09a	<b>Test and Academic Measurement Reports</b>		SD3200-09b	<b>Test and Academic Measurement Reports</b>
SD3200-09c	<b>Test and Academic Measurement Reports</b>		SD3200-10	<b>Ethnicity Forms</b>
SD3200-11	<b>Statement of Assurance for Students who are Victims of a Violent Criminal Act</b>			

**PART 2: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RECORDS**

SD3225-01	<b>Access Policies</b>		SD3225-02	<b>Access to Information, Records Of</b>
SD3225-02a	<b>Access to Information, Records Of</b>		SD3225-02b	<b>Access to Information, Records Of</b>
SD3225-02C	<b>Access to Information, Records Of</b>		SD3225-02d	<b>Access to Information, Records Of</b>
SD3225-03	<b>Protest of Record Statements</b>		SD3225-04	<b>Record Amendments Requests &amp; Related Documentation</b>

**PART 3: RECORDS OF SPECIAL POPULATIONS AND SERVICES**

**Retention Notes:** The term “cessation of services” used in the retention periods set in sections 3-1 through 3-5 with reference to records created on students who are referred to but not subsequently enrolled in the special program described, means the date determination against enrollment is made.

**Section 3-1: Special Education Program Records**

SD3250-01	<b>Special Education - Enrollment Lists and Rosters</b>		SD3250-02	<b>Special Education Student Records</b>
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**Section 3-2: Bilingual and Special Language Program Records**

SD3250-08	<b>Bilingual and Special Language Program Records</b>			
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**Section 3-3: Gifted/Talented Program Records**

SD3250-16	<b>Gifted/Talented Program Records</b>			
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**Section 3-4: Section 504 Program Records**

SD3250-20	Section 504 Program Records		
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**Section 3-5: Dyslexia Program Records**

SD3250-26	Enrollment List and Rosters		SD3250-27 Dyslexia Program Records
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**Section 3-6: Migrant Student Record Transfer System (MSRTS) Records**

SD3250-33	Migrant Student Record Transfer System (MSRTS) Records		SD3250-34 Migrant Student Record Transfer System (MSRTS) Records
SD3250-35	Migrant Student Record Transfer System (MSRTS) Records - Monitoring Documentation		SD3250-36 Migrant Student Record Transfer System (MSRTS) Records - Recruiting Records
SD3250-37a	Migrant Student Record Transfer System (MSRTS) Records		SD3250-37b Migrant Student Record Transfer System (MSRTS) Records
SD3250-37c	Migrant Student Record Transfer System (MSRTS) Records		

**Section 3-7: Other Special Populations Records**

SD3250-43	Federal Impact Aid Survey Forms		SD3250-43a Federal Impact Aid Survey Forms
SD3250-43b	Federal Impact Aid Survey Forms		SD3250-44 McKinney Homeless Assistance Act Student Record

**PART 4: ATTENDANCE RECORDS**

SD3275-01a	<b>Attendance Control Documentation</b>		SD3275-01b	<b>Attendance Control Documentation</b>
SD3275-01c	<b>Attendance Control Documentation</b>		SD3275-01d	<b>Attendance Control Documentation</b>
SD3275-02a	<b>Attendance Reports</b>		SD3275-02b	<b>Attendance Reports</b>
SD3275-03	<b>Scholastic Census Record</b>		SD3275-04	<b>Transfer, Applications for, and Associated Reports</b>

**PART 5: STUDENT HEALTH RECORDS**

SD3300-01	<b>Student Health Records - Accident Reports</b>		SD3300-02	<b>Student Health Records - Activity and Statistical Reports</b>
SD3300-03	<b>Student Health Records</b>		SD3300-04	<b>Student Health Records</b>
SD3300-05	<b>Student Health Records</b>		SD3300-06	<b>Student Health Records - Exclusion &amp; Verification</b>
SD3300-06a	<b>Student Health Records - Exclusion &amp; Verification</b>		SD3300-06b	<b>Student Health Records - Exclusion &amp; Verification</b>
SD3300-06c	<b>Student Health Records - Exclusion &amp; Verification</b>		SD3300-07a	<b>Health Screening Documentation</b>
SD3300-07b	<b>Health Screening Documentation</b>		SD3300-08a	<b>Immunization Records</b>
SD3300-08b	<b>Immunization Records</b>		SD3300-09	<b>Student Health Records</b>
SD3300-10	<b>Reports to Enforcement Agencies</b>		SD3300-11a	<b>Special Health Care Records</b>
SD3300-11b	<b>Special Health Care Records</b>			

**PART 6: INSTRUCTION AND GRADE REPORTING**

SD3325-01	Curriculum Guides		SD3325-02	Grade Books
SD3325-02	Grade Books		SD3325-03	Grade Reports
SD3325-04	Lesson Plans		SD3325-05	Report Cards

**PART 7: DISCIPLINE AND COUNSELING RECORDS**

SD3350-01	Discipline Records		SD3350-01a	Discipline Records
SD3350-01b	Discipline Records			
SD3350-02	Student Guidance and Counseling Files		SD3350-03	Law Enforcement Notifications

**PART 8: ADULT AND VOCATIONAL EDUCATION RECORDS**

SD3375-01	Class Organization Reports and Rosters		SD3375-02	Curriculum Planning Documentation
SD3375-03	Follow-Up Reports		SD3375-04	Student Records

**PART 9: DRIVERS EDUCATION RECORDS**

SD3400-01	Drivers Education Records - Student Records		SD3400-01	Drivers Education Records - Student Records
SD3400-02	Drivers Education Records - Student Rosters		SD3400-03	Drivers Education Records - Instructional Checklist
SD3400-04	Drivers Education Records - Licensing and Completion Forms		SD3400-05	Drivers Education Records

**PART 10: ACCREDITATION RECORDS**

SD3425-01a	<b>Accreditation Reports</b>		SD3425-01b	<b>Accreditation Reports</b>
SD3425-02	<b>Accreditation Reports - Planning Records</b>			

**PART 11: FOOD SERVICE RECORDS**

SD3450-01	<b>Certificates of Authority</b>		SD3450-02	<b>Daily Food Service Records</b>
SD3450-03	<b>Food &amp; Food Inventory Records</b>		SD3450-04a	<b>Free or Reduced-Price Meal Records</b>
SD3450-04b	<b>Free or Reduced-Price Meal Records</b>		SD3450-04c	<b>Free or Reduced-Price Meal Records</b>
SD3450-05	<b>Health Inspection Reports</b>		SD3450-06a	<b>Menu Records</b>
SD3450-06b	<b>Menu Records</b>			

**PART 12: TEXTBOOK RECORDS**

SD3475-01	<b>Textbook Records</b>		SD3475-02	<b>Textbook Records</b>
SD3475-03	<b>Textbook Records</b>		SD3475-04a	<b>Textbook Records</b>
SD3475-04b	<b>Textbook Records</b>		SD3475-04c	<b>Textbook Records</b>
SD3475-04d	<b>Textbook Records</b>		SD3475-05a	<b>Textbook Procurement Records</b>
SD3475-05b	<b>Textbook Procurement Records</b>		SD3475-05c	<b>Textbook Procurement Records</b>
SD3475-06a	<b>Textbook Sales and Disposition Records</b>		SD3475-06b	<b>Textbook Sales and Disposition Records</b>

**PART 13: SCHOOL TRANSPORTATION RECORDS**

SD3500-01	<b>School Transportation Records</b>		SD3500-02	<b>School Transportation Records</b>
SD3500-03	<b>Drivers Records</b>		SD3500-03a	<b>Drivers Records</b>
SD3500-03b	<b>Drivers Records</b>		SD3500-03c	<b>Drivers Records</b>
SD3500-04	<b>Eligible Rider Documentation</b>		SD3500-05	<b>Pupil Transportation Reports</b>
SD3500-06	<b>Route Descriptions</b>		SD3500-07a	<b>School Transportation Cost and Maintenance Records</b>
SD3500-07b	<b>School Transportation Cost and Maintenance Records</b>		SD3500-07c	<b>School Transportation Cost and Maintenance Records</b>
SD3500-07d	<b>School Transportation Cost and Maintenance Records</b>		SD3500-07e	<b>School Transportation Cost and Maintenance Records</b>
SD3500-08	<b>School Transportation Cost and Maintenance Records</b>		SD3500-09a	<b>School Bus Surveillance Video (no incident)</b>
SD3500-09b	<b>School Bus Surveillance Video (incident)</b>			