

## Student Documentation - Retention and Storage

Record	LOCATION	Electronic Acceptable	Paper Required	Responsible	Retention Period
504 Information	Frontline/504 Folder	x	x	Campus 504 Admin	Cessation of services + 5 years
Academic Achievement Record (Transcript 9-12)	Cumulative Folder	x	Final	Registrar/PEIMS	Permanent
Academic Records/Report Card (PreK - 8)	eSchool/ViewIT	x		Registrar/PEIMS	Withdrawal + 5 year
Admin. Change to Records	Audit Box	x		Registrar/PEIMS	2 years
At Risk	eSchool/ViewIT	x		Counselor	5 years
Attendance Comm Letters	Administrator Record			Campus Administrator	Administrative Value
Attendance Conference	Administrator Record			Campus Administrator	Administrative Value
Bilingual Profile (LEP Records)	Frontline/LEP Folder	x		Campus LPAC Admin	Cessation of services + 5 years
Birth Certificate	Cumulative Folder	x		Registrar	Administrative Value
Bullying Records	Campus	x		Campus Administrator	5 years
Court Action/Truancy	Administrator Record	x		AP	2 years
CSR-STAAAR Report	Cumulative Folder		x	Campus Assessment Coordinator	1 year after entry of grades in academic achievement record
Discipline	eSchool/ViewIT	x		AP	Generally Administrative Value except items below
DAEP	eSchool/ViewIT	x		AP	5 years
Expulsion	eSchool/ViewIT	x		AP	5 years
ISS/OSS	eSchool/ViewIT	x		AP	5 years
all other	eSchool/ViewIT	x		AP	Administrative Value
Article 15.27 Notice		x		Legal Department	End of School Year
Dyslexia Eligibility Folders	Campus		x	Dyslexia Teacher/Campus 504 Admin/Diagnostician	Cessation of services + 5 years
Educational Records Restriction Form	Legal and Campus		x	Campus Administrator	Administrative Value
Emergency Cards	Campus			Campus Administrator	Administrative Value
Ethnicity	Enrollment Online	x		Registrar	3 years
Ethnicity Questionnaire	Enrollment Online	x		Registrar	3 years
Exchange of Records (Within CISD)	Administrator Record			Campus Administrator	AV
Food or Allergy Information	Enrollment Online	x		Registrar	Until condition is not longer applicable
Gifted and Talented Profile	Eduphoria	x		Campus GT Coordinator	Cessation of services + 5 years
GPC 5th & 8th Grade Folders	Eduphoria/Cumulative	x	x	Campus Administrator	5 years
IGC High School Graduate Information	Eduphoria/Cumulative				
Granting of Limited Rights	Cumulative Folder		x	Registrar/PEIMS	Withdrawal + 5 years
GT Parent Program Permission	Cumulative Folder		x	Campus GT Coordinator	Cessation of services + 5 years
GT Results	Eduphoria/Student Profile	x		Campus GT Coordinator	Cessation of services + 5 years
Home Language Survey	Enrollment Online	x (all English)	x (others)	Registrar	Withdrawal + 5 years
Immunizations	eSchool	x		Nurse	Withdrawal + 2 years
Immigrant Records	Frontline/eSchool	x		Campus LPAC Admin	Cessation of services + 5 years
Legal Documents	Cumulative Folder		x	Campus Administrator	Until student is 18

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Literacy Profile	Eduphoria	x		Classroom Teacher(s)	Cessation of services + 5 years
Migrant Education Form	Enrollment Online	x		Registrar	5 years
Military/Foster Care	Enrollment Online	x		Registrar	5 years
Parent Conference/Correspondence	Teacher Record			Teacher	2 years
Parent Permission Records	Teacher Record			Teacher	Cessation of activity + 2 years
PreK Eligibility	Cumulative Folder		x	Registrar/PEIMS	5 years
Proof of Residency	Enrollment Online	x		Registrar	Withdrawal + 5 years
Registration Forms	Enrollment Online	x		Registrar	Withdrawal + 5 years
Rtl Information	Frontline/Rtl Folder	x		Campus Rtl Administrator and Teacher(s)	Cessation of services + 5 years
Social Security Card	PEIMS Documentation	x		Registrar	Cessation of services + 5 years /or with the academic record
Special Education Records	Frontline/Sp. Ed. Folder	x	x	Diagnostician	Cessation of services + 5 years
State ID Request	PEIMS Documentation	x		Registrar	Cessation of services + 5 years /or with the academic record
Student Residency Questionnaire	Enrollment Online	x		Registrar	3 years
Student Transfer Requests	Transfer System	x		N/A	5 years
Summer School Report Card (PreK-6)	Cumulative Folder		x	Campus Administrator	1 year after entry of grades in academic achievement record
Summer School Report Card (7-12)	eSchool/ViewIT	x		Campus Administrator	1 year after entry of grades in academic achievement record
T Rex File (must print, goes away) Withdrawal/Transfer	Registrar Documentation	x	x	Registrar	5 years
TELPAS	Cumulative Folder	x		Campus LPAC Admin	Cessation of services + 5 years
Test and Academic Reports	Eduphoria	x		Campus Assessment Coordinator	Withdrawal + 5 years
Verification of Adult Information	Cumulative Folder		x	Registrar	5 years
Withdrawal Form	Cumulative Folder		x	Registrar	Administrative Value