

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3225-03	PROTEST OF RECORD STATEMENTS	Statements by parents or eligible students commenting on contested information in a student record, or stating why they disagree with a district's decision not to amend a record, or both.	For as long as the record containing the contested information is maintained.	By regulation - 34 CFR 99.21(c) (1).
SD3225-04	RECORD AMENDMENT REQUESTS AND RELATED DOCUMENTATION	Requests from parents or eligible students to amend student records, notices by the district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners.	2 years.	

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

**Retention Note:** 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**

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3250-01	ENROLLMENT LISTS AND ROSTERS		5 years.	See retentionnote (b) on page 7.
*SD3250-02	STUDENT RECORDS	Records of each student referred to or receiving special education services, including referral, assessment, and reevaluation reports; enrollment and eligibility forms; admission, review, and dismissal (ARD) and transitional planning committee documentation; individual educational plans (IEP) and individual transitional plans (ITP); parental consent forms for testing and placement; and other records of services required under federal and state regulation.	Cessation of services + 5 years, <i>but see retention note (a).</i>	<p><b>Retention Notes:</b> a) It is an exception to the retention period given for this record group, that the following information must be retained PERMANENTLY in some form on each student in grades 9-12 participating in a special education program: name, last known address, student ID or Social Security number, grades, classes attended, and grade level and year completed. If an academic achievement record [see item number SD3200-01 (a)] is created for the student and maintained among those for students in the regular population, it is not necessary for special education records custodians to maintain the prescribed information beyond 5 years after the cessation of services, provided that it is contained in the Academic Achievement Record.</p> <p>b) Prior to the destruction of any records in this record group, the eligible student or the parents of the student, as applicable, must be notified in accordance with federal regulation.</p> <p>(c) See retention note (b) on page 7.</p>

**SECTION 3-2: BILINGUAL AND SPECIAL LANGUAGE PROGRAM RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3250-08	STUDENT RECORDS	Records of each student referred to or receiving bilingual or special language services, including recommendations from parents or teachers for bilingual instruction, student interview documentation, notifications to parents, parental consents or denials, language proficiency assessment committee (LPAC) reports, exit reports, follow-up study reports, and other records of services required by state regulation or pertinent to the identification of students for bilingual education or special language programs.	Cessation of services + 5 years.	See retention note (b) on page 7.

**SECTION 3-3: GIFTED/TALENTED PROGRAM RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3250-16	STUDENT RECORDS	Records of each student referred to or receiving services in a gifted/talented program, including nomination and observation documentation, testing results, parental consents, committee reports and recommendations, and other records of services required under state regulation or pertinent to the identification of students for participation in gifted/talented programs.	Cessation of services + 5 years.	

**SECTION 3-4: SECTION 504 PROGRAM RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3250-20	STUDENT RECORDS	Records of each student referred to or receiving services under Section 504, including referral, pre-placement, and reevaluation reports, parental notices; group and impartial hearing deliberations; and other records of services required under Section 504 regulations.	Cessation of services + 5 years.	See retention note (b) on page 7.

**SECTION 3-5: DYSLEXIA PROGRAM RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3250-26	ENROLLMENT LISTS AND ROSTERS		Cessation of services + 5 years.	
SD3250-27	STUDENT RECORDS	Records of each student referred to or receiving dyslexia program services, including referral and assessment reports; group deliberations; parental notices; and other records of services required under state regulation.	Cessation of services + 5 years.	<b>Retention Note:</b> This record group does not include the special education records of students with dyslexia or related disorders receiving special education services. See item number SD3250-02.

## SECTION 3-6: MIGRANT STUDENT RECORD TRANSFER SYSTEM (MSRTS) RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3250-33	DAILY MSRTS LOGS		5 years.	See retention note (b) on page 7.
*SD3250-34	ENROLLMENT AND WITHDRAWAL REPORTS		5 years.	See retention note (b) on page 7.
*SD3250-35	MONITORING DOCUMENTATION	Summaries of eligibility verifications and validations, parent/guardian questionnaires, copies of validated certificates of eligibility, and copies of any correspondence from a school district to a regional educational service center requesting deletion of ineligible children from the MSRTS.	5 years.	See retention note (b) on page 7.
*SD3250-36	RECRUITING RECORDS	Recruiter logs, questionnaires, and similar records documenting efforts of recruiters to identify and enroll currently and formerly migrant students.	5 years.	See retention note (b) on page 7.
SD3250-37	STUDENT RECORDS			
*SD3250-37a	STUDENT RECORDS	Certificates of eligibility.	End of eligibility + 5 years.	<b>Retention Note:</b> Eligibility ends 6 years from the qualifying arrival date (QAD) as it appears on the certificate of eligibility. The qualifying arrival date was referred to as the last qualifying move (LQM) on certificates of eligibility prior to 1991. See retention note (b) on page 7.
SD3250-37b	STUDENT RECORDS	Copies of most current educational and health records or forms providing educational and health updates, information from which is transmittable to regional educational service centers for data entry.	US.	<b>Retention Note:</b> Program regulations require that an active file be maintained on each migrant child identified for the current school year in a project district or cooperative project district. The file must include, in addition to the certificate of eligibility, a copy of each of the most current educational and health records of the student. Although the minimum retention period is set as US, superseded records should not be disposed of until notification that all required data from the superseded records has been accurately reflected in MSRTS records in Little Rock. If original student educational and health records, rather than copies, are the source for MSRTS data, the

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3250-37c	<b>STUDENT RECORDS</b>	Data verification reports from the MSRTS center in Little Rock.	AV.	records must be retained for the periods established in Parts 1 and 5 of this schedule.

**SECTION 3-7: OTHER SPECIAL POPULATIONS RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3250-43	<b>FEDERAL IMPACT AID SURVEY FORMS</b>	Locally designed form used to survey parents to determine eligibility for federal impact aid under P.L. 81-874.		
*SD3250-43a	<b>FEDERAL IMPACT AID SURVEY FORMS</b>	Survey forms of students determined to be eligible and used to complete district applications for school assistance in federally affected areas.	5 years.	See retention note (b) on page 7.
SD3250-43b	<b>FEDERAL IMPACT AID SURVEY FORMS</b>	Survey forms of students determined not to be eligible.	AV.	
*SD3250-44	<b>McKINNEY HOMELESS ASSISTANCE ACT STUDENT RECORD</b>		5 years.	See retention note (b) on page 7.

**PART 4: ATTENDANCE RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3275-01	<b>ATTENDANCE CONTROL DOCUMENTATION</b>			
SD3275-01a	<b>ATTENDANCE CONTROL DOCUMENTATION</b>	Correspondence to and from parents or guardians concerning absences and tardiness.	AV.	
SD3275-01b	<b>ATTENDANCE CONTROL DOCUMENTATION</b>	Correspondence with law enforcement or other agencies concerning violations of the compulsory school attendance law,	2 years.	