

STUDENT RECORD RETENTION SCHEDULE

Office of Catholic Schools - Diocese of Madison

Type of Record	Length of Retention
<p>Student Progress Records (kept in Cumulative file)</p> <ul style="list-style-type: none"> ▪ Attendance <ul style="list-style-type: none"> ○ <i>Date of Initial Enrollment</i> ○ <i>Date of Graduation or Withdrawal</i> ○ <i>Days Present, Absent and Tardy</i> ▪ Copy of Student Immunization Record ▪ Grades <ul style="list-style-type: none"> ○ Report Cards ○ Progress Reports ○ Grade Level and Courses Completed ○ GPA (if used) ▪ Academic Honors and/or Awards ▪ Co-Curricular activities ▪ Teacher Grade Books and Teacher Attendance Records (paper or electronic) 	<p>Permanent – Recorded on transcript or “Student Cumulative Record” form</p> <p>7 yrs. after student leaves</p> <p>Permanent 7 yrs. after student leaves Permanent Permanent 7 yrs. after student leaves 7 yrs. after student leaves 1 yr. after entry in cumulative record</p>
<p>Student Transcripts</p> <ul style="list-style-type: none"> ○ Dates of Attendance ○ Teacher Name ○ Subjects Studied ○ Grades 	<p>Permanent <u>Copy</u> of transcript moves with child and sent to next school. Original transcript is retained.</p>
<p>Student Behavioral Records (not kept in Cumulative file)</p> <ul style="list-style-type: none"> ▪ Standardized Test Results* ▪ Psychological Tests ▪ Statements Related to Student Behavior (detention, suspension, etc.) ▪ Law Enforcement Records 	<p><u>One year after student is no longer enrolled</u> – then shred</p>
<p>Student Health Records (filed in Cumulative File)</p> <ul style="list-style-type: none"> ▪ Student Health Card ▪ Student Physical Card for Athletic Participation ▪ Medications administered to the student ▪ Results of Routine Screening (Vision, Hearing, Scoliosis), etc. 	<p>Filed in the Cumulative A copy of these records moves with the child and is sent to the next school. Original records are <u>destroyed 7 yrs. after the student leaves.</u></p>

*Technically, ITBS results are categorized as behavioral records because they are a broad measure of the student’s ability, rather than a student’s progress through a specific curriculum. However, as it relates to scholastic achievement, these results are also kept in the cumulative file. Likewise, since immunization is required for admission, a copy of the student immunization record should be kept in the cumulative file. All other behavior records should be kept in separate files.