



Irvine Unified School District Retention Schedule for Student Records



Document	Classification	Retention Period
PERMANENT: INDEFINITE		
Independent Study Evaluation/Findings	Permanent	Retain in Perpetuity
Pupil History/Emergency Card, including: A. Legal Name of Pupil B. Date of Birth C. Method of Verification of Birth Date D. Sex of pupil E. Place of Birth F. Name and Address of Parent of minor pupil (1) Address of minor pupil if different than the above G. An annual verification of the name and address of the parent and the residence of the pupil. H. Entering and Leaving Date of Each School Year and Summer/Extra Sessions I. Subjects Taken Each School Year/Session J. Grades and Credit Toward Graduation K. Verification of or exemption from required immunizations. L. Date of High School Graduation or Equivalent M. CAHSEE Results	Permanent	Retain in Perpetuity
Records Pertaining to Any Accident or Injury Involving a Minor for which a Claim has been Filed (Unless Settled or Statute of Limitations has Run)	Permanent	Retain in Perpetuity
MANDATORY INTERIM: CLASSIFY AS DISPOSABLE WHEN THE STUDENT LEAVES THE DISTRICT		
Absence Slips and Verifications Needed for Fiscal Audit such as, but not limited to, absence logs, parent & doctor notes, manual logs such as tardy and leave early logs	Mandatory Interim	Classify as Disposable when the Student Leaves the District ¹
Accumulative Record (Other than Pupil History/Emergency Card, which is Permanent)	Mandatory Interim	Classify as Disposable when the Student Leaves the District ¹
Health Information, including Developmental	Mandatory Interim	Classify as Disposable when

¹ Disposable records are destroyed in July following the third school year after the records are classified as “disposable.”

Disabilities Prevention Program verification or waiver		the Student Leaves the District ¹
Language Training Records	Mandatory Interim	Classify as Disposable when the Student Leaves the District ¹
Log of Persons Requesting or Receiving Pupil Records	Mandatory Interim	Classify as Disposable when the Student Leaves the District ¹
Parent or Adult Pupil Rejoinders to Challenged Records or Disciplinary Action	Mandatory Interim	Classify as Disposable when the Student Leaves the District ¹
Parental Authorizations or Prohibitions of Pupil Participation in Specific Programs	Mandatory Interim	Classify as Disposable when the Student Leaves the District ¹
Parental Restrictions Regarding Access to Directory Information or Related Stipulations	Mandatory Interim	Classify as Disposable when the Student Leaves the District ¹
Participation in Special Education Programs including Tests, Case Studies, Authorizations, and Actions	Mandatory Interim	<u>Special Rules Apply</u> , Including Notice to Parent Before Destruction
Progress Slips	Mandatory Interim	Classify as Disposable when the Student Leaves the District ¹
Results of Standardized Tests Administered within Preceding 3 Years	Mandatory Interim	Classify as Disposable when the Student Leaves the District ¹
Suspension Notices/Expulsion Records	Mandatory Interim	Classify as Disposable when the Student Leaves the District ¹
Work Permits	Mandatory Interim	Classify as Disposable when the Student Leaves the District ¹
PERMITTED: DESTROY 6 MONTHS AFTER THE STUDENT LEAVES THE DISTRICT		
Attendance Report (Annual B School Copy)	Permitted ²	Destroy 6 Months after the Student Leaves the District
Disciplinary Data/Records	Permitted ²	Destroy 6 Months after Student Leaves the District
Gifted Pupil Records	Permitted ²	Destroy 6 Months after the Student Leaves the District
Independent Study Contract	Permitted ²	Destroy 6 Months after the Student Leaves the District
Injury Reports for which no Claim has been Filed	Permitted ²	Destroy 6 Months after the Student Leaves the District
Intelligence Tests	Permitted ²	Destroy 6 Months after Student Leaves the District
Objective Counselor and/or Teacher Ratings	Permitted ²	Destroy 6 Months after

²Permitted records are those which districts may maintain for appropriate educational purposes. Under 5 CCR 437, such records may be destroyed after 6 months following the pupil's completion/withdrawal from the educational program.

		Student Leaves the District
Psychologist's Reports	Permitted ²	Destroy 6 Months after Student Leaves the District
Report of Loss or Damage	Permitted ²	Destroy 6 Months after Student Leaves the District
Standardized Test Results Older than 3 Years	Permitted ²	Destroy 6 Months after Student Leaves the District
Verified Reports of Relevant Behavioral Patterns	Permitted ²	Destroy 6 Months after Student Leaves the District
PERMITTED: DESTROY 6 MONTHS AFTER THE STUDENT LEAVES THE SCHOOL		
Absence Records and Slips Not Required for Fiscal Audits	Permitted ²	Destroy 6 Months after the Student Leaves the School
Add and Drop Records	Permitted ²	Destroy 6 Months after the Student Leaves the School
Athletic Schedules	Permitted ²	Destroy 6 Months after the Student Leaves the School
Attendance Card	Permitted ²	Destroy 6 Months after the Student Leaves the School
Check-Out Slips	Permitted ²	Destroy 6 Months after the Student Leaves the School
Circulation Records	Permitted ²	Destroy 6 Months after the Student Leaves the School
Home Teaching Records	Permitted ²	Destroy 6 Months after the Student Leaves the School
Parent's Rights Cards	Permitted ²	Destroy 6 Months after Student Leaves the School
Payment for Library Fines/Books	Permitted ²	Destroy 6 Months after the Student Leaves the School
P.E. Excuses	Permitted ²	Destroy 6 Months after the Student Leaves the School
Report of Home Teaching	Permitted ²	Destroy 6 Months after the Student Leaves the School
Schedule of Classes	Permitted ²	Destroy 6 Months after the Student Leaves the School

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