

Canyons School District
Department of Planning and Enrollment

Records Retention Schedule		
Record	Description	Retention Schedule
Attendance		
Attendance Records	These records document student attendance. They are printed at the end of each quarter or trimester. The records include date, district and school, grade, student's name and number, days absent, days tardy, and totals.	Current year or until audited
Attendance Summary Report	Minors between age 6 and 18 are legally required to attend school. These records are a computer report of student attendance. This year-end report lists attendance by students for the school year. It includes date, student number and name, sex, number of tardies, number of days absent, and number of days present.	Retain at school 4 years then destroy
Check-in/Check-out Log	Students/parents signing students in and out of school	Current year
Notice of Truancy Citations	These are copies of <i>notice of truancy</i> letters mailed to or served upon the school-aged minor's parent in accordance with USC 53G-6-201.	3 years
DCFS		
Report of Child Abuse-Neglect Form	This form is filled out when a CSD employee suspects child abuse or neglect and has reported it to DCFS or law enforcement	Send 1 copy to Legal Services; maintain school copy in Principal's file for 4 years.
Confidential Information-Notice of Investigation Form	This form is filled out when a DCFS case worker or law enforcement comes to your school to interview a student	Maintain at school for 2 years.
Enrollment and Registration		
Locator Cards	This is a card file used to locate students during regular school hours. It contains the student's name, student number, sex, grade, age, birth date, address, home telephone number, parent or guardian's name, business or work telephone number, student's locker number, a description of all classes, room numbers and teacher's name.	Until the end of the school year
Enrollment Cards	These enrollment forms are completed by the parents or guardians of all enrolled students for reference use during the school year. They include the date, pupil's name, grade, birthdate and place, sex, age, pupil's home address and telephone number, mother's and father's or legal guardian's full names, business and home telephone numbers, name, address, telephone number and relationship of person authorized to pick up child in case of emergency, and medical information. They may also include allergies, medications, school last attended, language spoken at home, names and birthdates of siblings, and parent's or guardian's signature.	Retain until superseded

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Home School Affidavit	These are notarized affidavits submitted by parents or guardians requesting to teach their children at home and acknowledged by the Board of Education.	Retain until superseded
Class Schedules	These are copies of individual student class schedules. The class schedule includes the student's name, student number, gender, age, grade, birth date, address, home phone, parent or guardian, locker number, description of the various courses, class times, and teacher names.	1 year
Registration Records	These forms are completed for all enrolled students registering for specific classes. They are used to notify students of course requirements and to register for specific classes. The forms include grade, student's name, parent's/guardian's signature, birthdate, sex, address, telephone number, course requirements for grade level, listings of courses, and indication of class selections. Student residency questionnaire also included.	1 year
Release Time Records	These records document the students request for release time from school (for a partial schedule outside of school up to less than half of the day), for credit-bearing academic study, specialized training, medical accommodations or mitigating circumstances. They indicate the reason for the request and location of academic study. As well as the days, times and subjects that the student will be released from.	Stored in online database.
Withdrawal Records	These records document student school transfer requests. The form includes name, address, and telephone number of the transferring school, student name, birthdate, date, student number, Utah state identification number, last date attended, gender, parent's name and new address, new school, additional services student may be receiving, and comments.	2 years
School Choice Permits	These are applications from parents requesting school choice to attend schools other than their existing boundary school. They include parent(s) name(s), name of boundary school, name of requested school, indication whether student is requesting provisional enrollment, and the decision.	Stored in online data base
Medical Log Records		

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Health and Immunization Records	These records are maintained to ensure that students meet mandated health requirements to attend school and to ensure that, as appropriate, medical needs are met during school hours. Retain Health records and immunization cards in the students CUM folder.	3 years after the student would have graduated
Health Room Logs	Log of students coming in for illness or injury.	1 year
Injury Reports	Injury reports filled out after incidents at the school. These protect against litigation and give information on the incident.	7 years or until resolution of litigation
Medication Authorization / Dispensing	These records document the authorization of school personnel to dispense and administer prescribed medication during the school day. These records include an authorization form and a dispensing log.	3 years after student graduates
Performance and Testing		
Test scores and report cards	These records document student performance and educational history. They include test scores, grades and any other progress or performance measures. Retain achievement test scores and copies of report cards in the students CUM folder.	3 years after student would have graduated
Grade Sheets	These sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded on official transcripts.	3 years Provided grades have been recorded on official transcripts. If not, they are to be kept permanently.
Student History		
Cumulative (Cum) Files	These student files contain information on students attending school in the district. They contain copies of the official transcript, achievement test scores, copies of report cards, health records, immunization cards, and birth certificates.	3 years after graduation provided official high school transcript has been removed from file and retained. Digital copy stored in AppXtender
"Dead" Files	These are Cumulative Files of students who have left our district and no forwarding information is available	Retain at last school of attendance until 3 years after the year the student would have graduated. Provided official high school transcript has been removed from file and retained.

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Discipline		
Discipline Files	These are files maintained by the Principal, Assistant Principal, or counselor on students who have misbehaved in class or on the school grounds. The files include notes, teachers' reports, memoranda, standard violation tickets, reprimands, related correspondence, discipline contracts, individual progress reports, and student counseling reports. Any record or information that is used to address student misconduct.	1 year after the student leaves the district.
Permission and Passes		
Home Excuse Files	These records document parent or guardian consent (permission slips, doctor notes, leave forms) for their student to participate in an activity or leave school during school hours. The file may contain copies of the slips or "passes" or a ledger containing the student's name, date, time to be excused, name of school personnel issuing the pass, and parents' or guardians' remarks.	Current year plus 1 year
Graduation and Transcripts		
Early Graduation Certificate	These records document the issuance of certificates to students graduating early from high school in accordance with UCA 53A-15-102(1997). These records include school district, high school name, school telephone number, student's name, address, and student telephone number.	1 year
Report Cards	These cards document official grades. They are posted in Skyward at the end of each quarter/trimester. They include student's name and identification number, grade level, school, district, school year, subject, teacher's name, period, grades for each quarter or trimester, citizenship grade, days absent, tardies, grade point average, parents or guardian's name and address, school telephone numbers.	Schools are no longer required to keep a paper hard copy of the report card but may do so at the Administrator's discretion. Report cards should be printed and sent with transfer records requests.
Official Transcript (high school)	These transcripts are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include transcripts for student who did not graduate but attended high school classes in the district. They contain student's name, address, birthdate, parent's names, lists of high school classes and grades, date and graduation, test scores, class ranking, and grade point average. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.	<p>Permanent</p> <p>Stored at the high school last attended in AppXtender database.</p> <p>If you store hard copies of the transcripts at your school, after being stored for 5 years you may send them to the records center if desired.</p>

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Miscellaneous		
School Bulletins	These are daily bulletins printed or emailed by the principal's office for the faculty and staff. They include announcements and other items of interest to the school's employees	Record Copy: 1 year Duplicate Copies: 1 day
Graduation Programs	These are programs for high school graduations. The programs include high school, date, time, and location of the commencement ceremonies, scheduled program, lists of honor graduates, and listing of all graduates.	Permanent 2 copies plus back-up electronic copy
Literary Publications	These literary publications are published by individual schools to showcase student's literary talents. The publications include student's poems, short stories, and usually include student illustrations.	Permanent 2 copies plus back-up electronic copy
School Handbook	The handbook is an annual publication describing current school information. It may include a brief history of the school, school and district calendars, listing of student officers and teachers, school policies, and a student directory.	Permanent 2 copies plus back-up electronic copy
School Newspapers	The school newspaper reports on students, teachers, and school activities. It includes articles and photographs concerning the students, teachers, and other school personnel, the school, and may include some coverage of local, national, and international events of interest to its readers.	Permanent 2 copies plus back-up electronic copy
Yearbooks	Yearbooks document the school activities and events of the year. They contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities.	Permanent 2 copies plus back-up electronic copy

Records are to be destroyed as scheduled

Updated: June 2022