



Changes to Schedule SD

This document outlines revisions to Local Schedule SD. Most of the revisions became effective September 22, 2010. A revised edition was issued August 14, 2011.

Changes to Schedule SD – effective August 14, 2011

PART 13: SCHOOL TRANSPORTATION RECORDS

SD3500-09a	School Bus Surveillance Video (no incident)	Retention period changed to AV.
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Changes to Schedule SD – effective September 22, 2010

Record Number	Records Series Title	Description of Change
PART 1: STUDENT ACADEMIC RECORDS		
SD3200-01b	Academic Records	Retention changed to date of withdrawal + 5 years.
SD3200-04	Enrollment or Registration Forms	Retention changed to date of withdrawal + 5 years.
SD3200-05	Home Language Surveys	Retention changed to date of withdrawal + 5 years.
SD3200-09b	Test and Academic Measurement Reports	Retention changed to date of withdrawal + 5 years.
SD3200-10	Ethnicity Forms	New records series.
SD3200-11	Statement of Assurance For Students Who Are Victims of A Violent Criminal Act	New records series.
PART 3: RECORDS OF SPECIAL POPULATIONS AND SERVICES		
SD3250-01	Enrollment Lists and Rosters	Retention changed to 5 years.
SD3250-02	Student Records	Retention changed to cessation of services + 5 years.
SD3250-08	Student Records	Retention changed to cessation of services + 5 years.
SD3250-20	Student Records	Retention changed to cessation of

SD3250-33	Daily MSRTS Logs	services + 5 years. Retention changed to 5 years.
SD3250-34	Enrollment and Withdrawal Reports	Retention changed to 5 years.
SD3250-35	Monitoring Documentation	Retention changed to 5 years.
SD3250-36	Recruiting Records	Retention changed to 5 years.
SD3250-37a	Student Records	Retention changed to end of eligibility + 5 years.
SD3250-43a	Federal Impact Aid Survey Forms	Retention changed to 5 years.
SD3250-44	McKinney Homeless Assistance Act Student Record	Retention changed to 5 years.

PART 4: ATTENDANCE RECORDS

SD3275-01d	Attendance Control Documentation	New records series.
SD3275-04	Transfer, Applications for, and Associated Reports	Retention changed to 5 years.

PART 5: STUDENT HEALTH RECORDS

SD3300-07b	Health Screening Documentation	Retention changed to 2 years.
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PART 7: DISCIPLINE AND COUNSELING RECORDS

SD3350-01a	Discipline Records	Retention changed to 5 years. Records description and retention note revised.
SD3350-03	Law Enforcement Notifications	New records series.

PART 8: ADULT AND VOCATIONAL EDUCATION RECORDS

SD3375-01	Class Organization Reports and Rosters	Retention changed to 5 years.
SD3375-02	Curriculum Planning Documentation	Retention changed to 5 years.
SD3375-03	Follow-Up Reports	Retention changed to 5 years.
SD3375-04	Student Records	Retention changed to end of enrollment + 5 years.

PART 9: DRIVERS EDUCATION RECORDS

SD3400-01	Student Records	Retention changed to 5 years.
SD3400-02	Student Rosters	Retention changed to 5 years, if used in lieu of individual student records; otherwise AV.

PART 13: SCHOOL TRANSPORTATION RECORDS

SD3500-09	School Bus Surveillance Video	New records series.
SD3500-09a	School Bus Surveillance Video (no incident)	New records series.
SD3500-09b	School Bus Surveillance Video (incident)	New records series.

PART 16: PERSONNEL AND STAFFING RECORDS

SD3575-05	Performance Appraisal Records	Records series title change. Retention note revised.
SD3575-05d	Performance Appraisal Records	Retention changed to AV.
SD3575-08	Statements of Intention to Become a United States Citizen	Retention changed to AV.
SD3575-10	Tuberculosis Certificates	Retention changed to AV.
SD3575-11	Criminal History Checks	New records series.
SD3575-17	Personnel Unit Requirement Calculation Worksheets	Retention changed to AV.
SD3600-01	Public Education Information Management System (PEIMS) Data Submissions	Retention changed to 5 years.

PART 18: MISCELLANEOUS RECORDS

SD3625-05	Extracurricular Activity Records	New records series.
SD3625-06	Student Drug/Alcohol Test Results	New records series.
SD3625-06a	Student Drug/Alcohol Test Results (negative results)	New records series.
SD3625-06b	Student Drug/Alcohol Test Results (positive results)	New records series.
SD3625-07	Visitor Logs	New records series.
SD3625-08	Parking Decal/Permit Records	New records series. New record category.

PART 19: LIBRARY RECORDS [NEW CATEGORY]

SD3650-01	Accession/Deaccession Records	New records series.
SD3650-02	Borrower Registration Records	New records series.
SD3650-03	Circulation Records	New records series.
SD3650-04	Interlibrary Loan Records	New records series.
SD3650-05	Inventory Records	New records series.
SD3650-06	Library Catalogs	New records series.