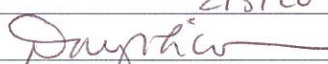
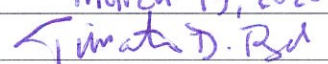


Baltimore County Public Schools 6901 N. Charles Street Towson, Maryland 21204 RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. C-1482
		Page <u>1</u> of <u>3</u>
SCHOOLS		
Type: Student Records		
Series No.	Description	Retention
<p><u>Student Records</u></p> <p>School student record keeping periods, practices and procedures will be in accordance with the Maryland State Department of Education's <i>Maryland Student Records System Manual 2016</i>, as amended and BCPS Policy and Rule 5230. Student records are filed in one of five folders: permanent, cumulative, health, special education, and 504. All five folders are considered the student's record for the purposes of this schedule.</p> <p style="text-align: center;"><i>[CONFIDENTIAL¹ – ALL STUDENT RECORDS ARE CONFIDENTIAL BY LAW]</i></p>		
12.1.01	<u>Student Records: Permanent Folder</u> The student's permanent file may only contain the following: i. Student Record Card SR-1 Personal Data, Attendance Data ii. Student Record Card SR-3 Annual School Performance Data Summary (Grades 9-12) iii. Student Record Card 3A Supplemental	Permanent. Retain for 30 years and then transfer to the Maryland State Archives. (See, <i>Maryland Student Records System Manual</i>)
12.1.02	<u>Student Records: Cumulative Folder**</u> The cumulative file includes the following records: i. Student Record Card SR-2 Annual School Performance Data Summary (Grades preK-8) ii. Student Record Card SR-4 Test Information including all state mandated and local school system testing information. iii. Student Record Card SR-7 Maryland Student Withdrawal/Transfer Record iv. Student Schedule Report and Course Selection v. Suspension reports or discipline records* vi. Report cards vii. Correspondence to/from parents/guardians/eligible students viii. Enrollment documentation including residency/domicile, registration forms, and Title I forms ix. Restraining Orders, Custody Documentation, and Court Orders x. English for Speakers of Other Languages (ESOL) Forms xi. Student Record Access (all disclosures from student record, including parent consent forms, subpoenas/response letters) (See Rule 5230)	Transfer to secondary school and retain until the student has reached 21 years of age then destroy. *(If it is determined that the disciplinary action should not have occurred, all information pertaining to the proceedings will be immediately removed from the student's record and no information will be communicated to any person about such disciplinary action. See Series 12.1.06) ** If the student is identified as a student with a disability or has a 504 plan, retain until student has reached 24 years of age, then destroy.
Schedule Approved by Superintendent of Schools Date <u>2/3/20</u> Signature <u></u> Typed Name <u>Darryl E. Williams, Ed.D.</u>		Schedule Authorized by State Archivist Date <u>March 13, 2020</u> Signature <u></u> Typed Name <u>Timothy D. Baker</u>
The above signatures constitute legal approval of this records retention and disposal schedule.		

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SCHOOLS		
Type: Student Records		
Series No.	Description	Retention
12.1.03	<u>Student Records: Health Folder**</u> Consists of information pertaining to a student's medical and dental history, health needs, and contains: i. Student Record Card SR-5 Health Screening, Examinations and Evaluations ii. Student Record Card SR-6 Health Inventory iii. Student Record Card DHMH 896 Immunization Records iv. Student Record Card DHMH 4260 Blood Lead Certificate v. Medical assistance records vi. Athletic physical examination records vii. Report of Head Injury Form	Retain until the student has reached 21 years of age, then destroy. ** If the student is identified as a student with a disability or has a 504 plan, retain until student has reached 24 years of age, then destroy.
12.1.04	<u>Student Records: Special Education Folder</u> A special education folder is established when a student is referred for special education screening. ⁱⁱ The following documents are to be kept in the special education folder: i. Procedural Safeguards/Parental Rights Receipt and Access Log ii. Current Information iii. Team Summaries with Parent Notification iv. Previous Individualized Education Programs (IEP) v. Previous Assessments vi. Initial Documentation to the IEP Team process vii. Discipline/FAPE ¹ documentation viii. Other Documentation ix. Third Party Billing records x. Related Services Logs xi. Cumulative Records xii. Transition	Retain until the student has reached 24 years of age then destroy.

¹ FAPE - Free Appropriate Public Education

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SCHOOLS		
Type: Student Records		
Series No.	Description	Retention
12.1.05	<u>Student Records: 504 Folder²</u> Records related to evaluation of student and services provided to a student as required by Section 504 of the Rehabilitation Act of 1973. i. Prior Written Notification: Student Support Team (SST)/504 Parent Notification Form (team invitations) ii. Summary of Team Decisions/Outcomes: Student Support Team Summary Forms (team notes), Student Support Team Permission for Assessment Form, Parent/Guardian Consent for Consideration of Initial 504 Plan, 504 Eligibility Form, Amendment to 504 Plan without team meeting, discipline documents for 504 students iii. Student Plans: Student Support Team Plan, 504 Plan, 504 Acknowledgement Form (teacher/staff signatures of receipt of 504 Plan), Functional Behavior Assessment/Behavior Intervention Plan (for non-special education students), Functional Behavior Assessment/Behavior Intervention Plan acknowledgement forms (for special education-eligible students)	Retain until the student has reached 24 years of age, then destroy.
12.1.06	<u>Student Records: Overturned Disciplinary Matters</u> Records relating to imposition of discipline (suspension or expulsion) of a student when such discipline recommendation and/or action has been overturned.	Remove from the student's file upon notice that the student's disciplinary action has been overturned by the Board or the Superintendent's designee, and then destroy.

¹ 20 U.S.C. §1232g, *Family Educational Rights and Privacy Act* (FERPA); 34 CFR PART 99, *Family Educational Rights and Privacy*; Annotated Code of Maryland, General Provisions Article §4-313, *Student Records*; COMAR 13A.08.02, *Student Records*)

ⁱⁱ Federal Rehabilitation Act of 1973, codified at 29 U.S.C. §794 (Section 504) plan or federal *Individuals with Disabilities Education Act (IDEA)* codified at 20 U.S.C. §1400

² Federal Rehabilitation Act of 1973, codified at 29 U.S.C. §794 (Section 504) plan