 Form JR-7

**CHECKLIST FOR INACTIVE STUDENT RECORDS**

The following is a list of the ***only documents***that are to be included in the permanent record folders (as outlined in Rule JR-R) for inactive students (those that have been withdrawn or who have graduated more than two years prior). Use this checklist to verify the items are included.

\*\*Additional information to help with other records is located at the bottom of this checklist.

\_\_\_\_\_ **Permanent record folder.**

**\_\_\_\_\_ Original enrollment form when the Student initially entered the school district.**

**\_\_\_\_\_ Copies of re-enrollment forms when the student has withdrawn from a CCSD School and**

**subsequently re-enrolled in a CCSD School.**

**\_\_\_\_\_ The most recent annual Student Information Form.**

**\_\_\_\_\_ All CCSD final report cards, final transcripts, and approved waiver letters (if applicable), from all grade levels.**

**\_\_\_\_\_ CCSD withdrawal form(s).**

**\_\_\_\_\_ Request(s) for records from NON CCSD schools and from CCSD schools.**

**\_\_\_\_\_ Gifted program eligibility form (*Withdrawals only, up to grade 10. This form is purged from graduate files*)**

**\_\_\_\_\_ Legal documents- only those created by the District on District letterhead.**

**\_\_\_\_\_ All statements submitted on behalf of a parent/guardian/student after a hearing before a Review Board to challenge the contents of a record, if the record referred to in that statement is also maintained. See Administrative Rule JR-R (Student Records).**

**All other information shall be removed from the cumulative record.**

***Please note that medical, legal and other personal items are not part of the permanent file sent for retention.***

**\*\* ESOL records will be removed and transferred to the International Welcome Center following ESOL procedures**

**\*\* RTI Folders have a two (2) year retention after the student has left the school district. They should be removed with other non-permanent records and sent in with other purged documents for destruction.**

**\*\*Special Ed records are processed following Special Ed Records procedures**