



LOCAL SCHEDULE SD

Retention Schedule for Records of Public School Districts

Effective February 15, 1993

This schedule establishes mandatory minimum retention periods for the records listed. No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A records control schedule of a local government may not set a retention period for a record that is less than that established for the record on this schedule. The originals of records listed in this schedule may be disposed of prior to the expiration of the stated minimum retention period if they have been microfilmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or Chapter 205, as applicable, and rules of the Texas State Library and Archives Commission adopted under authority of those chapters. Actual disposal of such records by a local government or an elective county office is subject to the policies and procedures of its records management program.

Destruction of local government records contrary to the provisions of the Local Government Records Act of 1989 and administrative rules adopted under its authority, including this schedule, is a Class A misdemeanor and, under certain circumstances, a third degree felony (Penal Code, Section 37.10). Anyone destroying local government records without legal authorization may also be subject to criminal penalties and fines under the Open Records Act (Government Code, Chapter 552).

INTRODUCTION

The Government Code, Section 441.158, provides that the Texas State Library and Archives Commission shall issue records retention schedules for each type of local government, including a schedule for records common to all types of local government. The law provides further that each schedule must state the retention period prescribed by federal or state law, rule of court, or regulation for a record for which a period is prescribed; and prescribe retention periods for all other records, which periods have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the commission.

Local Schedule SD sets mandatory minimum retention periods for records series (identified in the Records Series Title column) commonly found in local education agencies other than state colleges and universities and junior colleges. Except as noted below, it is for the use of public school districts of all types, regional educational service centers, educational cooperatives for special education or other purposes, rehabilitation districts, county industrial training school districts, and county vocational districts.

Local Schedule SD is also for the use of **active** offices of county superintendents of schools and county departments of education. The retention periods for the records of **abolished** offices of county superintendents of schools, some of which may be in the custody of local education agencies, are given in Part 6 of Local Schedule CC (Records of County Clerks).

This schedule should not be used by the following local education agencies, which are governed by state boards, except to the extent permitted by the State and Local Records Management Division of the Texas State Library: Brownwood State School and Home, Corsicana State Home, Crockett State School, Evins Regional Juvenile Detention Center, Gainesville State School, Giddings State Home and School, Moody State School, Texas School for the Blind, Texas School for the Deaf, University of North Texas Academy of Mathematics and Science, West Texas Children's Home, and the Windham School System.

Section 202.002, Local Government Code, forbids the destruction of a local government record at the expiration of its retention period if the subject matter of the record is known by the custodian to be in litigation or if the record is subject to a pending request for disclosure under the Open Records Act. In addition, a record of a school district may not be destroyed if there is an outstanding request to inspect and review the record under the federal Family Educational Rights and Privacy Act (FERPA). A record of a school district may also not be destroyed, although its retention period has expired, if it is subject to a pending audit by a federal or state grantor or subgrantor agency or if questions remain unresolved from a conducted audit until audit finds are resolved.

If the retention period for a record is established in a federal or state law, rule of court, or regulation, a citation to the relevant provision is given; if no citation is given, the authority for the retention period is this schedule.

The retention period for a record applies to the record regardless of the medium in which it is maintained. Some records listed in this schedule are maintained electronically in many offices, but electronically stored data used to create in any manner a record or the functional equivalent of a record as described in this schedule must be retained, along with the hardware and software necessary to access the data, for the retention period assigned to the record, unless backup copies of the data generated from electronic storage are retained in paper or on microfilm for the retention period.

Unless otherwise stated, the retention period for a record is in calendar years from the date of its creation. The retention period, again unless otherwise noted, applies only to an official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each local government should decide which shall be the official record and in which of its divisions or departments it will be maintained. Local governments in their records management programs should establish policies and procedures to provide for the systematic disposal of copies.

If a record described in this schedule is maintained in a bound volume of a type in which pages are not designed to be removed, the retention period, unless otherwise stated, dates from the date of last entry.

If two or more records listed in this schedule are maintained together by a local government and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. A record whose minimum retention period on this schedule has not yet expired and is **less than permanent** may be disposed of if it has been so badly damaged by fire, water, or insect or rodent infestation as to render it unreadable, or if portions of the information in the record have been so thoroughly destroyed that remaining portions are unintelligible. If the retention period for the record is **permanent** on this schedule, authority to dispose of the damaged record must be obtained from the director and librarian of the Texas State Library. The Request for Authority to Destroy Unscheduled Records (Form SLR 501) should be used for this purpose.

Requests for Authority to Destroy Unscheduled Records (SLR 501), whose submission to the director and librarian of the Texas State Library is required by the Local Government Code, Section 203.045, need not be filed for records shown as exempt from the requirement.

Certain records listed in this schedule are assigned the retention period of AV (as long as administratively valuable). This retention period affords local governments the maximum amount of discretion in determining a specific retention period for the record described. Although AV may be used as a retention period on a records control schedule of a local government, it is in the best interests of any records management program that fixed retention periods be assigned for each records series. AV records tend to accumulate and go unmanaged.

ABBREVIATIONS USED IN THIS SCHEDULE

AV - As long as administratively valuable

CE - Calendar year end

CFR - Code of Federal Regulations

FE - Fiscal year end

TAC - Texas Administrative Code

US - Until superseded

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RECORDS OF PUBLIC SCHOOL DISTRICTS

Retention Notes: a) OTHER SCHEDULES - This schedule should be used by public school districts, regional educational service centers, and other local education agencies (as defined on page 2) in conjunction with Local Schedule GR (Records Common to All Governments) and Local Schedule TX (Records of Property Taxation). In particular, many records maintained by public school districts are includable among the general administrative, financial, and personnel record series in Local Schedule GR, especially those relating to grant allocations, funding, and reporting. In any instances of conflict between retention periods established in this schedule and in Local Schedules GR or TX, the retention periods in this schedule shall prevail.

b) GRANT RECORDS - The 7-year retention period frequently established for records of school districts in this schedule and Local Schedule GR derives from federal requirements in 34 CFR 75.734, 76.734, and 80.42(a)(1) and (c) governing the retention of financial and programmatic records, including supporting documents, statistical reports, and other records pertinent to program regulations or the grant agreement relating to projects or programs funded by the U.S. Department of Education through subgrants using federal funds from the Texas Education Agency. These requirements are reiterated in the Texas Education Agency's *Bulletin 679: Financial Accounting Manual*.

Federal regulations require that all records of the types mentioned must be available for audit for 5 years after the date of submission of the single or last expenditure report by the Texas Education Agency as subgrantor, **not** by the school district. Because final expenditure reports are submitted by the Texas Education Agency **after** all reports from districts are received, a 7-year retention period for many records of school districts is necessary to satisfy this requirement adequately.

If an audit is pending in which an expenditure or the eligibility of a student to participate in a federal program is questioned, then all records affecting the outcome of the audit must be retained until the audit is settled.

Copies of reports or records submitted to the Texas Educational Agency must be retained by school districts in accordance with this schedule.

For additional information on grant records, see pages 15 and 16 of Local Schedule GR.

c) APPENDIX - For a list of forms commonly found in school districts, arranged by form number with references to the record series in this schedule or Local Schedule GR in which they are includable for records retention purposes, see the appendix to this schedule.

PART 1: STUDENT ACADEMIC RECORDS

Retention Note: Any records in this part (e.g., enrollment cards) created for students who enroll or register in a school district, but who do not subsequently attend classes need be retained only as long as administratively valuable and are exempt from the destruction notice request.

3200-01 ACADEMIC RECORDS

a) The academic achievement record (TEA form AAR-001) or its former equivalent used to record academic achievement in grades 9-12. RETENTION: PERMANENT.

b) Cumulative record of achievement in grades Pre-K through 8. RETENTION: Date of withdrawal + 7 years.

3200-02 BIRTH DATE DOCUMENTATION - Copies of birth certificates, church records, bible records, passport or immigration records, or other documents used to establish a date of birth. RETENTION: AV. (Exempt from destruction request requirement)

3200-03 CUSTODY DOCUMENTS - Copies of court instruments relating to adoption, guardianship, or custody. RETENTION: Until the student is 18.

Retention Note: It is an exception to the retention period given that a court order superseded by a subsequent order (e.g., a change in guardianship) need be retained only as long as administratively valuable and is exempt from the destruction notice requirement.

3200-04 ENROLLMENT OR REGISTRATION FORMS. RETENTION: Date of withdrawal + 7 years. (See note (b) on page 6.)

3200-05 HOME LANGUAGE SURVEYS. RETENTION: Date of withdrawal + 7 years. (See note (b) on page 6.)

3200-06 MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS

a) Fingerprint cards. RETENTION: Date of withdrawal. (Exempt from destruction request requirement)

b) Photographs. RETENTION: US, date of withdrawal, or 3 years, whichever soonest. (Exempt from destruction request requirement)

Retention Note: A Texas Education Agency regulation (19 TAC 61.92) requires that at withdrawal a student's fingerprints and photograph taken as part of a voluntary Missing Child Prevention and Identification Program be returned to the student's parent or guardian. If a district is unable to return the fingerprints and photograph, they **must** be destroyed.

c) Parental consents. RETENTION: AV after fingerprints and/or photograph taken. (Exempt from destruction request requirement)

3200-07 PARENTAL PERMISSION RECORDS - Parental consents for a student to engage in school activities or programs, *except* consents noted elsewhere in this schedule. RETENTION: Until cessation of activity for which consent granted + 2 years; or, if annually renewable, US + 2 years.

Retention Note: If a student is involved in an accident while engaged in an activity for which parental consent was granted, the consent form or statement must be retained for the same period as Accident Reports (see item number 3300-01).

3200-08 STUDENT WITHDRAWAL/RECORD TRANSFER FORM (TEA form PEIMS-100). RETENTION: AV (both sending and receiving districts). (Exempt from destruction request requirement)

3200-09 TEST AND ACADEMIC MEASUREMENT REPORTS

a) Reports of results of TAAS, TEAMS, TABS, and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc. RETENTION: 1 year after recording of data in the academic achievement or cumulative record. (Exempt from destruction request requirement)

Retention Note: If testing results of the types described are not recorded on the academic achievement or cumulative record (see item number 3200-01) either manually or by affixing labels, the results must be retained PERMANENTLY for grades 9-12 and until the date of withdrawal + 7 years for all other grades.

b) Reports of results of other tests or measurements (e.g., reading/mathematics profiles). RETENTION: Date of withdrawal + 7 years. (See note (b) on page 6.)

c) District summaries on a group basis of the results of standardized testing. RETENTION: 3 years.

PART 2: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RECORDS

3225-01 ACCESS POLICIES - Written policies and procedures demonstrating how a district meets the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, and federal rules adopted under the act. RETENTION: US. (Exempt from destruction request requirement)

3225-02 ACCESS TO INFORMATION, RECORDS OF - Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student.

a) Documentation of requests from and disclosures to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory information. RETENTION: 2 years.

b) Documentation of requests from and disclosures to any party not included in (a). RETENTION: PERMANENT. [By regulation - 34 CFR 99.32(a)(2).]

c) Written consents from the parent or eligible student for information disclosure.

1) From the parent. RETENTION: Until the student is 18.

2) From the eligible student. RETENTION: PERMANENT.

Retention Note: It is an exception to the retention periods given for parental and eligible student consents that if the only records covered by a consent are those associated with enrollment by a student in grades Pre-K through 8, the consents may be disposed of at the same time the records are destroyed.

d) Written refusals from the parent or eligible student to the disclosure of directory information.

1) If refusals are valid as long as the student is in attendance. RETENTION: AV after date of withdrawal. (Exempt from destruction request requirement)

2) If refusals must be renewed each academic year. RETENTION: US or AV after date of withdrawal, as applicable. (Exempt from destruction request requirement)

3225-03 PROTEST OF RECORD STATEMENTS - Statements by parents or eligible students commenting on contested information in a student record, or stating why they disagree with a district's decision not to amend a record, or both. RETENTION: For as long as the record containing the contested information is maintained. [By regulation - 34 CFR 99.21(c)(1).]

3225-04 RECORD AMENDMENT REQUESTS AND RELATED DOCUMENTATION - Requests from parents or eligible students to amend student records, notices by the district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners. RETENTION: 2 years.

PART 3: RECORDS OF SPECIAL POPULATIONS AND SERVICES

Retention Note: The term “cessation of services” used in the retention periods set in sections 3-1 through 3-5 with reference to records created on students who are referred to but not subsequently enrolled in the special program described, means the date determination against enrollment is made.

SECTION 3-1: SPECIAL EDUCATION PROGRAM RECORDS

3250-01 ENROLLMENT LISTS AND ROSTERS. RETENTION: 7 years. (See note (b) on page 6.)

3250-02 STUDENT RECORDS - Records of each student referred to or receiving special education services, including referral, assessment, and reevaluation reports; enrollment and eligibility forms; admission, review, and dismissal (ARD) and transitional planning committee documentation; individual educational (IEP) and transitional (ITP) plans; parental consent forms for testing and placement; and other records of services required under federal and state regulation. RETENTION: Cessation of services + 7 years, *but see retention note (a)*. (See note (b) on page 6.)

Retention Notes: a) It is an exception to the retention period given for this record group, that the following information must be retained PERMANENTLY in some form on each student in grades 9-12 participating in a special education program: name, last known address, student ID or Social Security number, grades, classes attended, and grade level and year completed. If an academic achievement record [see item number 3200-01(a)] is created for the student and maintained among those for students in the regular population, it is not necessary for special education records custodians to maintain the prescribed information beyond 7 years after the cessation of services, provided that it is contained in the Academic Achievement Record.

b) Prior to the destruction of any records in this record group, the eligible student or the parents of the student, as applicable, must be notified in accordance with federal regulation. See 34 CFR 300.573.

SECTION 3-2: BILINGUAL AND SPECIAL LANGUAGE PROGRAM RECORDS

3250-08 STUDENT RECORDS - Records of each student referred to or receiving bilingual or special language services, including recommendations from parents or teachers for bilingual instruction, student interview documentation, notifications to parents, parental consents or denials, language proficiency assessment committee (LPAC) reports, exit reports, follow-up study reports, and other records of services required by state regulation or pertinent to the identification of students for bilingual education or special language programs. RETENTION: Cessation of services + 7 years. (See note (b) on page 6.)

SECTION 3-3: GIFTED/TALENTED PROGRAM RECORDS

3250-16 STUDENT RECORDS - Records of each student referred to or receiving services in a gifted/talented program, including nomination and observation documentation, testing results, parental consents, committee reports and recommendations, and other records of services required under state regulation or pertinent to the identification of students for participation in gifted/talented programs. RETENTION: Cessation of services + 5 years.

SECTION 3-4: SECTION 504 PROGRAM RECORDS

3250-20 STUDENT RECORDS - Records of each student referred to or receiving services under Section 504, including referral, pre-placement, and reevaluation reports, parental notices; group and impartial hearing deliberations; and other records of services required under Section 504 regulations. RETENTION: Cessation of services + 7 years. (See note (b) on page 6.)

SECTION 3-5: DYSLEXIA PROGRAM RECORDS

3250-26 ENROLLMENT LISTS AND ROSTERS. RETENTION: Cessation of services + 5 years.

3250-27 STUDENT RECORDS - Records of each student referred to or receiving dyslexia program services, including referral and assessment reports; group deliberations; parental notices; and other records of services required under state regulation. RETENTION: Cessation of services + 5 years.

Retention Note: This record group does not include the special education records of students with dyslexia or related disorders receiving special education services. See item number 3250-02.

SECTION 3-6: MIGRANT STUDENT RECORD TRANSFER SYSTEM (MSRTS) RECORDS

3250-33 DAILY MSRTS LOGS. RETENTION: 7 years. (See note (b) on page 6.)

3250-34 ENROLLMENT AND WITHDRAWAL REPORTS. RETENTION: 7 years. (See note (b) on page 6.)

3250-35 MONITORING DOCUMENTATION - Summaries of eligibility verifications and validations, parent/guardian questionnaires, copies of validated certificates of eligibility, and copies of any correspondence from a school district to a regional educational service center requesting deletion of ineligible children from the MSRTS. RETENTION: 7 years. (See note (b) on page 6.)

3250-36 RECRUITING RECORDS - Recruiter logs, questionnaires, and similar records documenting efforts of recruiters to identify and enroll currently and formerly migrant students. RETENTION: 7 years. (See note (b) on page 6.)

3250-37 STUDENT RECORDS

a) Certificates of eligibility. RETENTION: End of eligibility + 7 years. (See note (b) on page 6.)

Retention Note: Eligibility ends 6 years from the qualifying arrival date (QAD) as it appears on the certificate of eligibility. The qualifying arrival date was referred to as the last qualifying move (LQM) on certificates of eligibility prior to 1991.

b) Copies of most current educational and health records or forms providing educational and health updates, information from which is transmittable to regional educational service centers for data entry. RETENTION: US. (Exempt from destruction request requirement)

Retention Note: Program regulations require that an active file be maintained on each migrant child identified for the current school year in a project district or cooperative project district. The file must include, in addition to the certificate of eligibility, a copy of each of the most current educational and health records of the student. Although the minimum retention period is set as US, superseded records should not be disposed of until notification that all required data from the superseded records have been accurately reflected in MSRTS records in Little Rock. If original student educational and health records, rather than copies, are the source for MSRTS data, the records must be retained for the periods established in Parts 1 and 5 of this schedule.

c) Data verification reports from the MSRTS center in Little Rock. RETENTION: AV. (Exempt from destruction request requirement)

SECTION 3-7: OTHER SPECIAL POPULATIONS RECORDS

3250-43 FEDERAL IMPACT AID SURVEY FORMS - TEA form FIN-127 or an equivalent locally designed form used to survey parents to determine eligibility for federal impact aid under P.L. 81-874.

a) Survey forms of students determined to be eligible and used to complete district applications for school assistance in federally affected areas. RETENTION: 7 years. (See note (b) on page 6.)

b) Survey forms of students determined not to be eligible. RETENTION: AV. (Exempt from destruction request requirement)

3250-44 McKINNEY HOMELESS ASSISTANCE ACT STUDENT RECORD. RETENTION: 7 years. (See note (b) on page 6.)

PART 4: ATTENDANCE RECORDS

3275-01 ATTENDANCE CONTROL DOCUMENTATION

- a) Correspondence to and from parents or guardians concerning absences and tardiness. RETENTION: AV.
- b) Correspondence with law enforcement or other agencies concerning violations of the compulsory school attendance law, including all associated documentation. RETENTION: 2 years.
- c) Attendance officer's logs and reports of parents or guardians visited. RETENTION: 2 years.

3275-02 ATTENDANCE REPORTS

- a) Copies of attendance and enrollment reports submitted to the Texas Education Agency, including those term and period reports submitted to the superintendent by principals for the purposes of compiling state-mandated reports. RETENTION: 5 years.
- b) Daily Registers of Pupil Attendance (or an equivalent locally-designed record) and similar daily or periodic reports used to document the attendance and absence of students. RETENTION: 5 years.

3275-03 SCHOLASTIC CENSUS RECORDS - Census cards or rolls of school age children residing in the county or district. RETENTION: PERMANENT, *but see retention note.*

Retention Note: The Local Government Records Act (Section 201.008, Local Government Code) transferred custody of all scholastic census records still in the possession of **elected county officials** to the custody of the Texas State Library and Archives Commission for preservation as historical records. Some census documents, which were compiled by the office of the county superintendent of schools from 1905 through 1969, may have passed into the custody of independent school districts. These census cards and rolls must be retained PERMANENTLY, as well as those from the state-mandated 1970 enumeration, which was conducted by school districts. Although the Local Government Records Act did not automatically transfer any scholastic census records in the custody of school districts to the Texas State Library and Archives Commission, districts may offer to transfer census records to the commission for preservation. Census cards or rolls compiled by school districts in 1971 and after for local administrative reasons need be retained only as long as administratively valuable and are exempt from the destruction notice requirement.

3275-04 TRANSFER, APPLICATIONS FOR, AND ASSOCIATED REPORTS - Documentation concerning the transfer and enrollment of students in districts other than those in which they are resident. RETENTION: 7 years. (See note (b) on page 6.)

PART 5: STUDENT HEALTH RECORDS

3300-01 ACCIDENT REPORTS - Reports of accidents to students. RETENTION: 5 years; or 2 years after the student reaches the age of 18, whichever later.

3300-02 ACTIVITY AND STATISTICAL REPORTS - Daily and other periodic activity and statistical reports, *except* those noted elsewhere in this section, compiled by school nurses or nurse extenders relating to student health matters. RETENTION: 3 years.

3300-03 CORRESPONDENCE WITH PARENTS OR GUARDIANS - Correspondence to and from parents or guardians concerning student health matters. RETENTION: 2 years.

3300-04 CUMULATIVE HEALTH CARD OR RECORD. RETENTION: Date of withdrawal + 2 years.

3300-05 EMERGENCY CARDS - Card or other form of record providing information on whom to contact in case of accident or illness to a student. RETENTION: US or until student ceases enrollment, whichever sooner. (Exempt from destruction request requirement)

3300-06 EXCLUSION AND VERIFICATION DOCUMENTATION - Affidavits or similar documents seeking the exclusion of students from participation in immunization or other health care programs for medical or religious reasons, or verifications of previous illness or health testing.

a) Exclusion documentation.

1) Affidavits of medical contraindications. RETENTION: 1 year, or date of withdrawal + 2 years if contraindication is lifelong. (One year affidavits exempt from destruction notice requirement.)

2) Affidavits of religious conflicts.

b) Verifications of mumps or measles illness. RETENTION: Date of withdrawal + 2 years.

c) Verifications from physicians or health agencies of prior testing of sight, hearing, and spinal curvature. RETENTION: Date of withdrawal + 2 years.

Retention Note: It is an exception to the retention periods set for subsections (b) and (c) of this group that if data from the verification documentation is

recorded on the cumulative health card (see item number 3300-04), the documentation need be retained only as long as administratively valuable after recording and is exempt from the destruction notice requirement.

3300-07 HEALTH SCREENING DOCUMENTATION

a) Worksheets, checklists, examination forms, and similar documents used in student health screening. RETENTION: AV after entry of information on Cumulative Health Record. (Exempt from destruction request requirement)

b) Vision, hearing, and spinal screening reports submitted to the Texas Department of Health. RETENTION: 3 years.

3300-08 IMMUNIZATION RECORDS

a) Immunization record (either separate or in combination with a cumulative health card as in item number 3300-04). RETENTION: Date of withdrawal + 2 years.

Retention Note: It is an exception to the retention period given for the immunization record that if immunizations are performed by school nurses or other medical technicians employed by the school district, the immunization record and parental consent forms for the administration of vaccine must be retained by the school until the person receiving the vaccine is 20 years old or 10 years after the consent form was signed, whichever later.

b) Annual reports of immunization status. RETENTION: 3 years.

3300-09 PHYSICIAN REFERRALS AND REPORTS - Copies of referrals to physicians, including any attached screening worksheets, and reports from physicians on referred health matters. RETENTION: AV after entry of information on Cumulative Health Record. (Exempt from destruction request requirement)

3300-10 REPORTS TO ENFORCEMENT AGENCIES - Copies of reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Texas Department of Health, the Texas Department of Human Services, or local law enforcement and animal control agencies. RETENTION: 2 years.

3300-11 SPECIAL HEALTH CARE RECORDS

a) Logs or reports of medications or treatment administered to students on a group or individual basis. RETENTION: 3 years.

b) Parent's requests and physician's authorizations for specialized health care. RETENTION: End of validity of request or authorization + 2 years.

PART 6: INSTRUCTION AND GRADE REPORTING RECORDS

3325-01 CURRICULUM GUIDES. RETENTION: US. (Exempt from destruction request requirement)

3325-02 GRADE BOOKS. RETENTION: 1 year after entry of grades in the academic achievement or cumulative record. (Exempt from destruction request requirement)

Retention Note: If grades are entered in the academic achievement record or the cumulative record (see item number 3200-01) from reports compiled from grade books, these reports must be retained for the same minimum period as grade books.

3325-03 GRADE REPORTS - Periodic grade reports created for internal administrative purposes, providing data on grades or grade rankings by class, teacher, campus, course, population, ethnic breakdown, etc. *except* reports of the type noted in item number 3325-05. RETENTION: AV. (Exempt from destruction request requirement)

3325-04 LESSON PLANS. RETENTION: AV. (Exempt from destruction request requirement)

3325-05 REPORT CARDS - Copies of report cards or grade reports or a comparable record evidencing the grades that have been reported for a student to the student's parents. RETENTION: 1 year after entry of grades in the academic achievement or cumulative record. (Exempt from destruction request requirement)

Retention Note: If copies of report cards or grade reports are the only record of grades received at the K-8 levels they must be retained for date of withdrawal of the student + 7 years. If they are the only record of grades received at the 9-12 levels prior to the use of a standardized academic achievement record, they must be retained PERMANENTLY.

PART 7: DISCIPLINE AND COUNSELING RECORDS

3350-01 DISCIPLINE RECORDS - Records relating to the discipline, corporal punishment, suspension, and expulsion of students maintained by superintendents, principals, and counselors, including parental conference reports and correspondence with parents.

a) Records relating to expulsion. RETENTION: 3 years.

b) Records relating to forms of discipline other than expulsion. RETENTION: AV. (Exempt from destruction request requirement)

3350-02 STUDENT GUIDANCE AND COUNSELING FILES - Individual student counseling files maintained by school counselors, including parental conference reports. RETENTION: AV. (AV records exempt from destruction request requirement.)

Retention Note: It is an exception to the retention period for this record group that guidance and counseling files programmatically associated with participation in special programs as described in Part 3 of this schedule must be retained for the same period as the student records for the special program. In addition, records of counseling in any federally funded special guidance or counseling project or program must be retained for 7 years beyond cessation of counseling services to the student.

PART 8: ADULT AND VOCATIONAL EDUCATION RECORDS

3375-01 CLASS ORGANIZATION REPORTS AND ROSTERS. RETENTION: 7 years.
(See note (b) on page 6.)

3375-02 CURRICULUM PLANNING DOCUMENTATION - Project and study plans developed by instructors in vocational education, including those for vocational summer work. RETENTION: 7 years. (See note (b) on page 6.)

3375-03 FOLLOW-UP REPORTS - Reports on post-instructional experience of leavers and completers of vocational education programs. RETENTION: 7 years. (See note (b) on page 6.)

3375-04 STUDENT RECORDS - Cooperative training plans; applications for participation in work study programs; student rating forms, progress reports, and record cards; individual follow-up records; and similar records of assignments to and the completion by a student of vocational education projects and tasks. RETENTION: End of enrollment + 7 years. (See note (b) on page 6.)

PART 9: DRIVERS EDUCATION RECORDS

3400-01 STUDENT RECORDS - Individual records of students enrolled in drivers education. RETENTION: 7 years. (See note (b) on page 6.)

3400-02 STUDENT ROSTERS. RETENTION: 7 years, if used in lieu of individual student records; otherwise AV. (AV records exempt from the destruction notice requirement.)

3400-03 INSTRUCTIONAL CHECKLISTS. RETENTION: 1 year after entry of scores and other data in student individual record or rosters. (Exempt from destruction request requirement)

3400-04 LICENSING AND COMPLETION FORMS - Any copies of forms or certificates maintained in student files relating to applications for drivers licenses, course completions, insurance discount forms, and notices of cancellation. RETENTION: AV. (Exempt from destruction request requirement)

3400-05 REQUESTS FOR RECOGNITION OF COMPLETION DOCUMENTS.
RETENTION: AV. (Exempt from destruction request requirement)

PART 10: ACCREDITATION RECORDS

3425-01 ACCREDITATION REPORTS

a) Reports to the Texas Education Agency on accreditation planning or the self-monitoring of progress toward the achievement of goals. RETENTION: AV after subsequent accreditation. (Exempt from destruction request requirement)

b) Accreditation investigative reports from the Texas Education Agency to the board of trustees of a school district. RETENTION: PERMANENT.

3425-02 PLANNING RECORDS - Self studies; planning documents used to establish goals and indicators; achievement reports; documents evidencing parent, community, and staff involvement in the establishment of performance objectives; and similar records created in school districts to plan for and monitor progress during interims between accreditation visits. RETENTION: AV after subsequent accreditation. (Exempt from destruction request requirement. Review before disposal; some records of this type may merit permanent retention for historical reasons.)

PART 11: FOOD SERVICE RECORDS

3450-01 CERTIFICATES OF AUTHORITY - Authorizations for persons to act on behalf of a school district in school lunch matters. RETENTION: US + 5 years.

3450-02 DAILY FOOD SERVICE RECORDS - Daily record of full-price, reduced-price, and free breakfasts and lunches served. RETENTION: FE + 5 years.

3450-03 FOOD AND FOOD EQUIPMENT INVENTORY RECORDS. RETENTION: FE + 5 years.

3450-04 FREE OR REDUCED-PRICE MEAL RECORDS

a) Applications from parents for free or reduced-price breakfasts or lunches. RETENTION: FE + 5 years.

b) Rosters or lists of eligible students. RETENTION: FE + 5 years.

c) Policy statements on free and reduced-price meals. RETENTION: US + 5 years.

3450-05 HEALTH INSPECTION REPORTS. RETENTION: 3 years.

3450-06 MENU RECORDS

- a) Menu planning records. RETENTION: AV. (Exempt from destruction request requirement)
- b) Daily menus. RETENTION: 5 years.

PART 12: TEXTBOOK RECORDS

3475-01 ANNUAL MEMBERSHIP REPORT. RETENTION: FE + 2 years.

3475-02 LOCAL TEXTBOOK COMMITTEE REPORT. RETENTION: US. (Exempt from destruction request requirement)

3475-03 TEXTBOOK CUSTODIAN BONDS. RETENTION: US + 2 years.

3475-04 TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS

- a) Inventories. RETENTION: US + 1 year. (Exempt from destruction request requirement)
- b) Book cards or records comparable in function documenting what books were distributed to each student and similar records documenting their return or non-return. RETENTION: FE + 2 years.
- c) Records documenting the distribution, transfer, and return of textbooks on a campus by campus basis. RETENTION: FE + 2 years.
- d) Reports on state-owned textbooks that have been destroyed. RETENTION: FE + 2 years.

3475-05 TEXTBOOK PROCUREMENT RECORDS

- a) Requisitions and supplemental requisitions for textbooks, learning systems, and related materials, including those for use by visually disabled students, placed with the TEA, the Texas Material Center for the Blind, or other vendors as may be permitted by law or regulation, including supporting documentation such as statements of charges, packing slips, freight bills, and shipment-error reports. RETENTION: FE + 2 years.
- b) Order notifications from the TEA concerning processing of textbook orders. RETENTION: AV after receipt and reconciliation of shipment. (Exempt from destruction request requirement)
- c) Documentation relating to the procurement of sample textbooks, learning systems, and related materials. AV after receipt and reconciliation of shipment. RETENTION: AV. (Exempt from destruction request requirement)

3475-06 TEXTBOOK SALES AND DISPOSITION RECORDS

- a) State textbook sales invoices and acknowledgment statements, logs (district and campus) of textbooks paid for, payment or reduced payment waivers, payment account cards, and any district forms used for the transmittal of textbook funds from campuses to the textbook coordinator. RETENTION: FE + 2 years.
- b) Records relating to the disposition by donation or destruction of expiring or out-of-adoption textbooks. RETENTION: AV. (Exempt from destruction request requirement)

PART 13: SCHOOL TRANSPORTATION RECORDS

3500-01 APPLICATIONS FOR NEW TRANSPORTATION PROGRAMS - Requests to the Texas Education Agency for approval of state funds for eligible pupil transportation services. RETENTION: FE + 5 years.

3500-02 CONTRACTS FOR TRANSPORTATION SERVICES - Contracts with public or commercial companies for pupil transportation services, including copies of applications to the Texas Education Agency for contract approval. RETENTION: 4 years after the expiration or termination of the contract according to its terms.

3500-03 DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR)

- a) Medical examination reports. RETENTION: US + 3 years.
- b) School bus driver training certification verifications. RETENTION: 3 years.
- c) Driver's license record checks. RETENTION: US or date of separation + 2 years, as applicable. (US records are exempt from destruction notice requirement.)

3500-04 ELIGIBLE RIDER DOCUMENTATION - Documentation, maintained in the form of lists of actual bus riders by name and route number, including all associated records providing source information needed to complete ridership sections of state-required pupil transportation reports (see item number 3500-05). RETENTION: 3 years.

3500-05 PUPIL TRANSPORTATION REPORTS - Annual reports to the Texas Education Agency on the number of pupils transported by school bus or private means (including route mileage), used by the agency to determine transportation allotments. RETENTION: 3 years.

Note: This record group includes requests for approval of bus routes, now part of the Regular Pupil Transportation Report (TEA form ADM-027), but submitted separately in prior years.

3500-06 ROUTE DESCRIPTIONS - A turn-by-turn accounting for each approved route, specifying road designations and corresponding mileages. RETENTION: US + 3 years.

3500-07 SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS

a) Vehicle master record containing the following: complete description of the vehicle, including vehicle identification and license numbers; annual beginning and ending odometer readings; total annual fuel, maintenance, labor, and parts costs; and complete maintenance history (in summary form showing date and nature of service, repair or state inspection). RETENTION: LA.

Retention Notes: a) This schedule does not require the creation of a vehicle master record of the type described, but if a vehicle master record is not maintained, records containing the prescribed information must be retained for the life of the vehicle. For example, if work orders in (b) are the only record maintained of repairs to school buses, they must be retained for the life of the vehicle.

b) If a school bus is salvaged as the result of an accident, the vehicle master record or, if one is not created, documents providing the types of information prescribed, must be retained for LA + 3 years.

b) Service requests/work orders. RETENTION: 2 years.

c) Daily activity reports compiled by vehicle shop personnel and/or drivers showing fuel and oil consumption, odometer readings, routine inspections, etc., from which data is derived for operating cost reports and the vehicle master record. RETENTION: 2 years.

d) School bus usage reports for extracurricular activities, field trips, or for private purposes under contract needed for compiling annual operating costs reports under (e). RETENTION: 2 years.

e) Annual operation cost reports submitted to the Texas Education Agency. RETENTION: FE + 5 years.

3500-08 SCHOOL BUS PURCHASE REQUISITIONS. RETENTION: FE + 5 years.

PART 14: SCHOOL SAFETY RECORDS

3525-01 EVACUATION AND FIRE EXIT PLANS. RETENTION: US. (Exempt from destruction request requirement)

3525-02 FIRE DRILL RECORDS - Records of fire drills, including schedules, reports, correspondence with fire departments, and associated documentation. RETENTION: 3 years.

3525-03 FIRE SAFETY INSPECTION REPORTS. RETENTION: 3 years.

PART 15: FINANCIAL RECORDS

Retention Note: This part supplements and should be used in conjunction with Part 2 of Local Schedule GR.

3550-01 AGENCY FUND ACCOUNTING RECORDS - Any accounts payable, accounts receivable, or ledgers and journals used to document the receipt and expenditure of local agency funds from clearing accounts that are custodial in nature (e.g., student picture accounts). RETENTION: FE + 3 years.

Retention Note: Compare item numbers 1025-26, 1025-27, and 1025-30 in Local Schedule GR. The minimum retention period for records of agency funds is an exception to the prevailing FE + 7 year retention period for school district financial records.

3550-02 COUNTY AVAILABLE REPORTS. RETENTION: FE + 3 years.

3550-03 SCHOOL BONDS, APPLICATIONS FOR GUARANTY OF. RETENTION: Until receipt of guaranty documentation.

PART 16: PERSONNEL AND STAFFING RECORDS

Retention Notes: a) This part supplements and should be used in conjunction with Part 3 of Local Schedule GR.

b) If the retention period for a record in this part is given as US or as US + a specific number of years and the person to whom the record relates ceases employment before supersession occurs, the date of separation shall also be considered the date of supersession for records retention purposes.

SECTION 16-1: INDIVIDUAL EMPLOYEE RECORDS

3575-01 ABSENCE FROM DUTY REPORTS. RETENTION: 4 years.

3575-02 APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF - Copies of applications/recommendations endorsed by the superintendent or other authorized school official and forwarded by the district or the applicant to the Texas Education Agency for the purposes of certification or review of qualifications.

a) Application for Nonrenewable Permit (TEA form DOTR-030). RETENTION: 1 year. (Exempt from destruction request requirement)

b) All others. RETENTION: AV. (Exempt from destruction request requirement)

3575-03 AUDIT VERIFICATION CARDS. RETENTION: US, *but see retention note.*
(Exempt from destruction request requirement)

Retention Note: The most recent audit verification card present in his or her personnel file upon separation of an employee must be retained PERMANENTLY and should be considered an addendum to the Teacher Service Record (see item number 1050-12 in Local Schedule GR).

3575-04 DEFICIENCY PLAN. RETENTION: US by a teaching certificate, or separation of employee + 5 years, as applicable. [Exempt from destruction request requirement (US plans *only*).]

3575-05 PERFORMANCE APPRAISAL RECORDS (CAREER LADDER SYSTEM)

Retention Notes: a) The records listed in this group are those currently used in the Texas Teacher Appraisal System (TTAS), implemented on a statewide basis in the fall of 1986 for the career ladder appraisal process. The retention periods also apply to the functional equivalents of the records used in districts for teacher performance appraisals for the 1983-1984, 1984-1985, and 1985-1986 school years. For teacher appraisal records prior to the 1983-1984 school year and appraisal records for school district personnel outside the career ladder system see item number 1050-21 in Local Schedule GR.

b) Documents of the type described in (a), (b), (e), and (f) maintained by the teacher's supervisor, if they are **copies** of records maintained in a teacher's personnel file, need be retained only as long as administratively valuable and are exempt from the destruction notice requirement.

a) Appraisal record (including documentation submitted by the teacher). RETENTION: PERMANENT.

b) Observation/evaluation forms (including documentation submitted by the teacher). RETENTION: 4 years after teacher signs for receipt of appraisal record.

c) Notes taken by appraisers during observations or similar written documentation created by the teacher's supervisor that, in combination with the formal observation, is used to determine credit for the criteria and indicators on the observation/evaluation forms. RETENTION: AV after teacher signs for receipt of observation/evaluation form. (Exempt from destruction request requirement)

d) Teacher assessments of instructional goals and outcomes. RETENTION: Destroy at option. (Obsolete record; exempt from destruction request requirement)

e) Professional growth plans. RETENTION: 4 years.

f) Grievance and response documents. RETENTION: For the same period as the appraisal record to which they relate.

Retention Note: For employee grievance records other than those relating to performance appraisals see item number 1050-20 in Local Schedule GR.

3575-06 SERVICE RECORD AFFIDAVITS - Affidavits attached to teacher service record claiming months served prior to the 1949-50 school year. RETENTION: PERMANENT.

3575-07 STATEMENTS OF COMMITMENT (OUT-OF-STATE CERTIFICATES).
RETENTION: Until receipt by district of Texas certificate or date of separation + 5 years, as applicable.

3575-08 STATEMENTS OF INTENTION TO BECOME A UNITED STATES CITIZEN.
RETENTION: Destroy at option. (Obsolete record; exempt from destruction request requirement)

3575-09 TEACHER CERTIFICATE REGISTERS. RETENTION: PERMANENT.

Retention Note: This was a standard record of county superintendents of schools, but it was also maintained in some independent school districts in years prior to the emergence of a formal Teacher Service Record (see item number 1050-12 in Local Schedule GR).

3575-10 TUBERCULOSIS CERTIFICATES. RETENTION: Destroy at option. (Obsolete record; exempt from destruction request requirement)

SECTION 16-2: STAFFING RECORDS

3575-16 PERSONNEL ROSTERS (including those detailing assignments to grades, courses, etc.). RETENTION: 3 years.

3575-17 PERSONNEL UNIT REQUIREMENT CALCULATION WORKSHEETS.
RETENTION: Destroy at option. (Obsolete record; exempt from destruction request requirement)

3575-18 SUBSTITUTE TEACHING ROSTERS. RETENTION: 3 years.

PART 17: MISCELLANEOUS REPORTS AND SURVEYS

3600-01 PUBLIC EDUCATION INFORMATION MANAGEMENT SYSTEM (PEIMS) DATA SUBMISSIONS. RETENTION: AV. (Exempt from destruction request requirement)

3600-02 DATA VERIFICATION REPORTS - Data printouts or reports from the Texas Education Agency (TEA) or other agencies provided for informational purposes showing data received and entered in TEA or other agency databases and similar documents seeking confirmation of the accuracy of current data information. RETENTION: AV. (Exempt from destruction request requirement)

Retention Note: For example, reports sent by TEA or an educational service center showing data received and entered as the result of Public Education Information Management System (PEIMS) data submissions fall under this record group as well as any retained copies of data verification reports returnable to TEA, such as forms used to confirm and/or update data for the Texas School Directory.

3600-03 SURVEYS - Surveys, questionnaires, opinion polls, and similar documents received from the Texas Education Agency or other agencies, completed and returned by the superintendent or other school official, and used by the surveying agency for the preparation of needs assessments or statistical reports and not for the specific purpose of monitoring compliance with a required or grant-funded program in the respondent district. RETENTION: AV. (Exempt from destruction request requirement)

Retention Note: It is an exception to the retention period given for this record group that records of the type described received by a regional education service center **as a surveying agency** must be retained by the center for 5 years.

PART 18: MISCELLANEOUS RECORDS

3625-01 PROGRAM APPROVAL APPLICATIONS - Applications and supporting documentation for local programs that must be approved by the Texas Education Agency before implementation but which do not involve the allocation of state or federal funds controlled by the agency.

a) Applications approved. RETENTION: US + 5 years or life of program + 5 years, whichever applicable.

b) Applications not approved. RETENTION: AV. (Exempt from destruction request requirement)

3625-02 REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES - Requests and renewals of requests for waivers of Texas Education Agency policies and rules, including any attached documentation.

a) Requests granted. RETENTION: 5 years.

b) Requests not granted. RETENTION: AV. (Exempt from destruction request requirement)

3625-03 SCHOOL CALENDAR (TEA form FIN-093). RETENTION: US + 2 years.

3625-04 UNIVERSITY INTERSCHOLASTIC LEAGUE RECORDS - Correspondence, schedules, rosters, reports, records of participation, and similar documentation, *except* financial records (see Local Schedule GR), concerning the participation of a district in academic, music, and athletic contests and programs governed by the University Interscholastic League.
RETENTION: 2 years.

APPENDIX—Local Schedule SD

Form Number/Item Number Cross Reference

The following list contains form numbers that are or have been used by the Texas Education Agency, the Texas Department of Public Safety, the Texas Department of Health, the Texas State Library and Archives Commission, and various federal agencies. They appear on documents that are often found among the records of local education agencies. The reference with each form number is to the item number of the record series in either Local Schedule SD or Local Schedule GR in which the form and any attachments required by its instructions are includable for records retention purposes. The absence of a federal, state, or local form from this list does not relieve a local education agency from the obligation to retain the record for at least the minimum retention period given for the item number under which, based on its purpose and function, the record is includable.

AAR-001	3200-01	ADM-002	1025-08(a)	ADM-070	1025-08(b)
ACC-020	3425-01(a)	ADM-003	3425-01	ADM-071	1025-08(a) or (d)
ACC-021	3600-03	ADM-004	1025-08(b)	ADM-072	1025-08(a) or (d)
ACC-024	3625-02	ADM-005	1025-27	ADM-073	3600-03
ACC-025	3625-02	ADM-006	3425-02	ADM-074	3500-05
ACC-041	3275-04	ADM-007	1075-16	ADM-075	1025-08(a) or (d),
ACC-041B	3275-04	ADM-008	1075-16		if concerned with migrant summer
ACE-001	3625-01	ADM-009	1075-16		programs; 3500-01, if an initial
ACE-005	1025-08(a) or (d)	ADM-011	3500-05		application for bilingual education
ACE-034	1025-08(b)	ADM-015	3425-06(b)		transportation.
ACE-038	1025-08(b)	ADM-016	1025-08(a)	ADM-076	3500-01
ACE-039	1025-08(b)	ADM-017	3500-01	ADM-077	3500-01
ACE-042	1025-08(a)	ADM-017A	1000-25	ADM-078	3425-04(c)
ACE-040	1025-08(b)	ADM-018	3450-06(a)	ADM-079A	1025-08(a)
ACE-043	1025-08(b)	ADM-022	3500-01	ADM-079B	1025-08(a)
ACE-045	1025-08(b)	ADM-025	1025-08(a) or (d)	ADM-080	3250-37(a)
ACE-046	1025-08(b)	ADM-027	3500-05	ADM-081	3500-03(b)
ACE-047	1025-08(b)	ADM-028	3500-03(c)	ADM-082	3600-03
ACE-048	1025-08(b)	ADM-033	1025-08(b)	ADM-083	1025-08(b)
ACE-049	1025-08(b)	ADM-040	3500-08	ADM-085	3600-03
ACE-053	3375-01	ADM-043	1025-08(a) or (d)	ADM-087	3500-05
ACE-054	1025-08(a) or (d)	ADM-046	1025-08(a) or (d)	ADM-088	3500-07(e)
ACE-057	1025-08(b)	ADM-047	1025-08(a)	ADM-089	1025-08(a) or (d)
ACE-058	1025-08(b)	ADM-054	3425-01	ADM-090	3500-05
ACE-060	1025-08(b)	ADM-055	3500-01	ADM-092B	3500-05
ACE-061	1025-08(b)	ADM-058	3500-01	ADM-092H	3500-05
ACE-062	1025-08(b)	ADM-060	1025-08(b)	ADM-092HP	3500-05
ACE-063	1025-08(a)	ADM-061	3600-03	ADM-092RP	3500-05
ACE-065	1025-08(a) or (d)	ADM-062	3300-01	ADM-092V	3500-05
ACE-066	1025-08(b)	ADM-064	3500-03(a)	ADM-094	3500-02
ACE-067	1025-08(b)	ADM-065	3500-01	ADM-095	1025-08(a) or (d)
ACE-068	1025-08(b)	ADM-066	3500-01	ADM-096	3500-06
ACE-070	1025-08(b)	ADM-067	3500-01	ADM-091	3500-04
ADM-001	1025-08(a) or (d)	ADM-069	3500-05	AEC-013	1025-08(a) or (d)

AET-068	1025-08(b)	C-102	3300-08(a)	FF-003	1025-08(a)
AET-070	1025-08(b)	C-106	3300-08(a)	FF-004	1025-08(b)
AET-072	1025-08(b)	CBM-030	1025-08(a) or (d)	FIN-001	1025-08(b)
AET-122	3375-01	CBM-093	3600-03	FIN-009	3625-01
ASCR-101	3600-03	CE-003	1025-08(a) or (d)	FIN-011	1025-08(a) or (d)
ASCR-102	3600-03	CME-001	3625-01	FIN-012	3500-01
AT-001	3625-01	CME-002	3625-01	FIN-018	1025-08(a) or (d)
AT-003	3625-01	D-16	3275-02(a)	FIN-018A	1025-08(a) or (d)
AT-004	3625-01	D-17	3275-02(a)	FIN-030	1025-08(a) or (d)
AT-005	3625-01	D-31	3275-02(a)	FIN-041A	3275-04
AT-006	3625-01	D-32	3275-02(b)	FIN-041B	3275-04
AT-007	1050-28(d)	D-121	1025-08(a) or (d)	FIN-058	3575-17
AUD-001	3575-03	D-132	1025-08(a) or (d)	FIN-061	1025-08(b)
AUD-004	3600-03	D-135	1025-08(a) or (d)	FIN-063	3575-16
AUD-007	1025-04(a)	D-137	1025-08(b)	FIN-064	1025-08(a) or (d)
AUD-009	1025-08(a)	D-138	3375-04	FIN-067	1025-08(a) or (d)
AUD-002	3575-17	D-140	3375-04	FIN-067B	1025-08(a) or (d)
AUD-011	1025-02	D-141	1025-08(b)	FIN-069	3575-16
AUD-012	1025-02	DED-004	1025-08(b)	FIN-071	1025-08(b)
AUD-601	1025-01(a)	DED-005	1025-08(b)	FIN-072	1025-08(b)
BE-006	1025-08(a) or (d)	DED-007	1025-08(b)	FIN-073	1025-08(a) or (d)
BE-006A	1025-08(a) or (d)	DED-008	1025-08(b)	FIN-076A	1025-08(a) or (d)
BE-007	1025-08(b)	DED-009	1025-08(b)	FIN-078	1025-08(a) or (d)
BE-008	1025-08(b)	DED-010	1025-08(b)	FIN-081	1025-08(a) or (d)
BE-009	1025-08(a) or (d)	DED-012	1025-08(a) or (d)	FIN-082	1025-08(a) or (d)
BE-010	1025-08(a) or (d)	DED-014	1025-08(b)	FIN-086	1025-08(a) and (d)
BE-012	3600-03	DF/GA-001	1025-08(a)	FIN-092	1025-08(b)
BE-015	3600-03	DIS-001	1025-08(b)	FIN-093	3625-03
BE-017	1025-08(a) or (d)	DL-41A	3400-04	FIN-094	1025-08(a) or (d)
BE-018	3600-03	DL-42	3400-04	FIN-095	3550-02
BE-019	1025-08(b)	DOTR-003	3575-04	FIN-097	1025-08(b)
BE-020	1025-08(a)	DOTR-008	3575-02(b)	FIN-098	1025-08(a) and (d)
BE-025	1025-08(b)	DOTR-009	3575-02(b)	FIN-099	1025-08(a) or (d)
BE-026	1025-08(b)	DOTR-010	3575-07	FIN-100	1025-08(a) or (d)
BE-027	1025-08(b)	DOTR-012	1050-04	FIN-101	1025-08(b)
BE-028	1025-08(b)	DOTR-022	3575-02(b)	FIN-103	1025-08(b)
BE-029A	3200-05	DOTR-024	1050-04	FIN-106	1025-08(a) or (d)
BE-029B	3200-05	DOTR-026	3575-02(b)	FIN-107	3575-16
BE-030	1025-08(b)	DOTR-028	3575-02(b)	FIN-108	1025-08(b)
BE-031	1025-08(a)	DOTR-029	3575-02(b)	FIN-109	1025-08(a) or (d)
BUS-019	1025-04(a)	DOTR-030	3575-02(a)	FIN-112	3600-03
BUS-020	1025-04(a)	DOTR-031	3575-02(b)	FIN-113	1025-08(b)
BUS-021	1025-01(a)	DOTR-040	3575-08	FIN-115	1050-12
BUS-027	1025-08(b)	EEO-5	1050-16(b)	FIN-119	3000-11(b)(1)
BUS-028	1025-08(a)	ESC-001A	1025-08(b)	FIN-124	3600-03
BUS-031	1025-08(b)	ESC-008	1025-08(a) or (d)	FIN-125	1025-08(b)
BUS-032	1025-08(b)	ESC-008A	1025-08(b)	FIN-127	3250-43
BUS-033	1025-08(a)	ESC-010	1025-08(a) or (d)	FIN-133	3600-03
BUS-034	1025-08(a)	ESC-011	1025-08(b)	FIN-136	1025-08(a) or (d)
C-80	3300-08(a)	ESC-012	1025-08(b)	FIN-137	3550-03
C-83	3300-08(a)	ESC-013	1025-08(b)	FIN-138	1025-08(b)
C-84	3300-08(a)	ESC-014	1025-08(b)	GEA-001	1025-08(b)
C-98	3300-08(a)	FF-001	1025-08(a)	GEA-029	3625-01

GEA-030	3400-05	OE-4019	1025-08(a) or (d)	PFM-007	1025-08(a)
GEA-041	3625-01	OE-4019-1	1025-08(a) or (d)	PFM-010	1025-08(b)
GS-042A	3350-01	OE-4037	1025-08(b)	PFM-011	1025-08(a) or (d)
GEA-062	3300-01	OE-4376	3600-03	PFM-016	1025-08(b)
GS-034	1025-08(a) or (d)	OE-4473	1025-08(a) or (d)	PFM-022	1025-08(b)
GS-042	3600-03	OE-4491	3600-03	PFM-032	1025-08(b)
GT-001	1025-08(a) or (d)	OE-4524A-C	1025-08(b)	PFM-043	1025-08(b)
GT-002	1025-08(a)	OE-4560	1025-08(b)	PFM-045A	1025-08(b)
GT-003	1025-08(b)	OE-4560-1	1025-08(b)	PFM-051	1025-08(b)
GT-004	1025-08(b)	OE-9031	1025-08(a) or (d)	PFM-055	1025-08(b)
GT-007	1025-08(b)	OE-7203	1025-08(b)	PFM-059	1025-08(a) or (d)
HEW-537	1025-08(a) or (d)	OS/CR-101	3600-03	PFM-064	1025-08(a)
IE-1	3375-01	OS/CR-102	3600-03	PFM-065	1025-08(b)
IE-4	3375-02	PDA-004	1025-08(b)	PFM-066	1025-08(a) or (d)
IE-14	3375-01	PDA-005	1025-08(b)	PFM-070	1025-08(a) or (d)
IE-15	3375-01	PDA-008	1025-08(b)	PFM-073	1025-08(a) or (d)
INM-002	1025-08(a) or (d)	PDA-012A	1025-08(b)	PFM-076	1025-08(a)
INM-003	1025-08(b)	PDA-013	1025-08(b)	PFM-078	1025-08(a) or (d)
LRD-200	1000-40(b)	PDA-020	1025-08(b)	PFM-080	1025-08(a)
LRD-500	1000-40(a)	PDA-021	1025-08(b)	PFM-082	1025-08(a) or (d)
LRD-520	1000-40(a)	PDA-025	1025-08(a) or (d)	PFM-083	1025-08(a) or (d)
LRD-540	1000-40(a)	PDA-029	3625-01	PFM-084	1025-08(a) or (d)
LRD-900	1000-40(c)	PDA-030	3400-05	PFM-085	1025-08(a) or (d)
M-40	3300-07(a)	PDA-031	1025-08(b)	PFM-085A	1025-08(a) or (d)
M-46	3300-09	PDA-032	1025-08(a) or (d)	PFM-086	1025-08(a)
M-51	3300-07(b)	PDA-033	1025-08(a)	PFM-087	1025-08(a) or (d)
M-52	3300-07(b)	PDA-034	1025-08(a) or (d)	PFM-088	1025-08(a) or (d)
M-56	3275-02(a)	PDA-035	1025-08(a) or (d)	PFM-090	3600-03
M-57	3275-02(b)	PDA-036	1025-08(a) or (d)	PFM-091	3600-03
M-58	3275-02(a)	PDA-039	3600-03	PLAN-004	1025-08(b)
M-59	3275-01(a)	PDA-041	3625-01	PLAN-016	1025-08(b)
M-60	3275-01(a) if an attendance record; 3300-09 if a vision screen or eye examination record.	PEIMS-001	3625-01	PLAN-016S	1025-08(b)
M-61	3275-01(a)	PEIMS-002	3625-01	PLAN-032	1025-08(b)
M-62	3275-01(a) if an attendance record; 3300-07(b) if a vision screening report.	PEIMS-003	3625-01	PLAN-037	3425-01(a)
M-63	3275-01(b)	PEIMS-004	3625-01	PLAN-039	3600-03
M-64	3275-01(b)	PEIMS-005	3625-01	PLAN-040	3600-03
M-66	3275-01(c)	PEIMS-006	3625-01	PPD-043	3400-04
M-67	3275-02(b)	PEIMS-007	3625-01	RES-003-1	3275-02(a)
M-68	3275-02(b)	PEIMS-008	3625-01	RES-003-1A	3275-02(a)
M-69	3275-01(b)	PEIMS-009	3625-01	RES-003-2	3275-02(a)
MIC-001	3575-16	PEIMS-010	3625-01	RES-003-3	3275-02(a)
MIC-001S	3575-16	PEIMS-011	3625-01	RES-003-B	3275-02(a)
MIC-012	3575-16	PEIMS-012	3625-01	RES-005	3275-02(b)
MIC-045	3575-16	PEIMS-013	3625-01	RES-005S	3275-02(b)
MIG-001	1025-08(b)	PEIMS-015	3625-01	RES-011	3275-02(a)
OE-423	1025-08(a) or (d)	PEIMS-016	3625-01	RES-011A	3275-02(a)
OE-506	3600-03	PEIMS-017	3625-01	RES-011B	3275-02(a)
OE-1161	1025-08(a) or (d)	PEIMS-018	3625-01	RES-016	3300-08(b)
		PEIMS-019	3625-01	RES-017	1025-08(b)
		PEIMS-024	3625-01	RES-018	1025-08(b)
		PEIMS-100	3200-08	RES-019	1025-08(b)
		PFM-001	1025-08(b)	RES-028	3500-03(c)
		PFM-002	1025-08(b)	RES-029	3600-03

RES-034	3625-01	SAS-231	1025-08(a) or (d)	SAS-440	1025-08(a) or (d)
RES-034A	3625-01	SAS-232	1025-08(a) or (d)	SAS-441	1025-08(a) or (d)
RES-034B	3625-01	SAS-233	1025-08(a) or (d)	SAS-442	1025-08(a) or (d)
RES-037	3600-03	SAS-234	1025-08(a) or (d)	SAS-443	1025-08(a) or (d)
RES-038	3275-02(a)	SAS-235	1025-08(a) or (d)	SAS-444	1025-08(a) or (d)
RES-042	3600-03	SAS-246	1025-08(a) or (d)	SAS-445	1025-08(a) or (d)
RES-042A	3600-03	SAS-247	1025-08(a) or (d)	SAS-446	1025-08(a) or (d)
RES-042B	3600-03	SAS-248	1025-08(a) or (d)	SAS-447	1025-08(a) or (d)
RES-042D	3600-03	SAS-249	1025-08(a) or (b)	SAS-448	1025-08(a) or (d)
RES-042E	3600-03	SAS-250	1025-08(a) or (d)	SAS-449	1025-08(a) or (d)
RES-043	3600-03	SAS-252	1025-08(a) or (d)	SAS-450	1025-08(a) or (d)
RES-044	3600-03	SAS-301	1025-08(a) or (d)	SAS-453	1025-08(a) or (d)
RES-045	3600-03	SAS-302	1025-08(a) or (d)	SAS-455	1025-08(a) or (d)
RES-050	3600-03	SAS-303	1025-08(a) or (d)	SAS-456	1025-08(a) or (d)
RES-053	3600-03	SAS-304	1025-08(a) or (d)	SAS-457	1025-08(a) or (d)
RES-054	3600-03	SAS-305	1025-08(a) or (d)	SAS-501	1025-08(a) or (d)
RES-056	3275-02(a)	SAS-306	1025-08(a) or (d)	SAS-502	1025-08(a) or (d)
RES-057	3275-02(a)	SAS-307	1025-08(a) or (d)	SAS-504	1025-08(a) or (d)
RES-057A	3275-02(a)	SAS-308	1025-08(a) or (d)	SAS-601	1025-08(a) or (d)
RES-00312	3275-02(a)	SAS-309	1025-08(a) or (d)	SAS-601E	1025-08(b)
SAS-002	1025-08(a) or (d)	SAS-310	1025-08(a) or (d)	SAS-701	1025-08(a) or (d)
SAS-003	1025-08(a)	SAS-311	1025-08(b)	SAS-703	1025-08(a) or (d)
SAS-004	1025-08(b)	SAS-313	1025-08(b)	SAS-705	1025-08(a) or (d)
SAS-006	1025-08(b)	SAS-314	1025-08(b)	SAS-706	1025-08(a) or (d)
SAS-008	1025-08(a)	SAS-315	1025-08(a) or (d)	SAS-708	1025-08(a) or (d)
SAS-101	1025-08(a) or (d)	SAS-315S	1025-08(a) or (d)	SAS-710	1025-08(a) or (d)
SAS-101A	1025-08(b)	SAS-316	1025-08(a) or (d)	SAS-711	1025-08(a) or (d)
SAS-103	1025-08(b)	SAS-316N	1025-08(a)	SAS-712	1025-08(a) or (d)
SAS-107	1025-08(a) or (d)	SAS-317	1025-08(a)	SAS-715	1025-08(a) or (d)
SAS-108	1025-08(a) or (d)	SAS-318	1025-08(b)	SAS-716	1025-08(a) or (d)
SAS-109	1025-08(a) or (d)	SAS-319	1025-08(b)	SAS-717	1025-08(a) or (d)
SAS-201	1025-08(a) or (d)	SAS-320A-C	1025-08(b)	SF-183	1025-08(b)
SAS-201A	1025-08(a)	SAS-321	1025-08(b)	SF-269	1025-08(b)
SAS-201E	1025-08(b)	SAS-322	1025-08(b)	SF-269A	1025-08(b)
SAS-202	1025-08(a) or (d)	SAS-324S	1025-08(a)	SF-270	1025-08(b)
SAS-202E	1025-08(b)	SAS-325	1025-08(b)	SF-271	1025-08(b)
SAS-205	1025-08(b)	SAS-326	1025-08(a) or (d)	SF-272	1025-08(b)
SAS-205A	1025-08(b)	SAS-327	1025-08(a) or (d)	SF272A	1025-08(b)
SAS-206	1025-08(a) or (d)	SAS-328	1025-08(a) or (d)	SO-30	3400-04
SAS-207	1025-08(a) or (d)	SAS-331	1025-08(a) or (d)	SP-080	3250-37(a)
SAS-212	1025-08(a) or (d)	SAS-332	1025-08(a) or (d)	SP-081	3250-44
SAS-213	1025-08(a) or (d)	SAS-401	1025-08(a) or (d)	SPE-010	1025-08(b)
SAS-214	1025-08(a) or (d)	SAS-402	1025-08(a) or (d)	SPE-013	1025-08(b)
SAS-215	1025-08(b)	SAS-402A	1025-08(a) or (d)	SPE-014	1025-08(b)
SAS-218	1025-08(a) or (d)	SAS-405	1025-08(a) or (d)	SPE-015	1025-08(a) or (d)
SAS-221	1025-08(a) or (d)	SAS-413	1025-08(a) or (d)	SPE-016	1025-08(a) or (d)
SAS-224	1025-08(a) or (d)	SAS-414	1025-08(a) or (d)	SPE-020	1025-08(b)
SAS-225	1025-08(a) or (d)	SAS-415	1025-08(a) or (d)	SPE-022	1025-08(b)
SAS-226	1025-08(a) or (d)	SAS-416	1025-08(a) or (d)	SPE-025	1025-08(a) or (d)
SAS-227	1025-08(a) or (d)	SAS-422	1025-08(a) or (d)	SPE-027	1025-08(a) or (d)
SAS-228	1025-08(a) or (d)	SAS-431	1025-08(a) or (d)	SPE-029	1025-08(b)
SAS-229	1025-08(a) or (d)	SAS-432	1025-08(a) or (d)	SPE-030	1025-08(b)
SAS-230	1025-08(a) or (d)	SAS-435	1025-08(a) or (d)	SPE-034	1025-08(a) or (d)

SPE-037	1025-08(b)	TCER-022	3575-02(b)	TEX-040	3475-05(a)
SPE-038	1025-08(b)	TCER-023	3575-08	TFS-5401	1025-08(b)
SPE-046	1025-08(b)	TCER-024	1050-04	VAG-001	1025-08(b)
SPE-047	1025-08(b)	TCER-025	1025-08(a) or (d)	VAG-004	3375-01
SPE-051	1025-08(b)	TCER-026	3575-02(b)	VAG-005	3375-01
SPE-053	1025-08(a) or (d)	TCER-028	3575-02(b)	VAG-006	3375-04
SPE-055	1025-08(b)	TCER-029	3575-02(b)	VAG-007	3375-02
SPE-057	1025-08(b)	TCER-030	3575-02(a)	VAG-009	3375-02
SPE-058	1025-08(b)	TCER-031	3575-02(b)	VERCH-001	1025-08(a) or (d)
SPE-061	1025-08(a), (b), or (d)	TEA-012	3375-04	VHM-001	1025-08(b)
SPE-061A	1025-08(a) or (d)	TEA-058	1025-08(b)	VHM-002	3375-02
SPE-063	1025-08(b)	TEA-126	1050-12	VHM-003	1025-08(b)
SPE-065	1025-08(b)	TEA-150	3475-03	VHM-004	3375-01
SPE-070	1025-08(b)	TEA-171	1025-08(b)	VHM-005	1025-08(b)
SPE-071A-C	1025-08(b)	TEA-258	1050-04	VHM-008	1025-08(b)
SPE-072	1025-08(a)	TEA-259	3475-05(b)	VHM-010	1025-08(b)
SPE-074	1025-08(a)	TEA-340	3475-04(d)	VIE-029	3575-02(b)
SPE-075	3600-03	TEA-381	3475-05(a)	VOC-003	1025-08(b)
SPE-080	1025-08(a) or (d)	TEA-457	3575-07	VOC-006	3375-04
SPE-081	1025-08(a) or (d)	TEA-462	3600-03	VOC-030	1025-08(b)
SPE-082	1025-08(b)	TEA-473	3475-05(a)	VOC-036C	1025-08(b)
SPE-088	1025-08(a) or (d)	TEA-485	3475-01	VOC-042	3375-01
SPE-089	3600-03	TEA-486	3475-05(a)	VOC-043	3375-01
SPE-090	1025-08(a) or (d)	TEA-490	3475-05(a)	VOC-044	3375-04
SPE-091	3600-03	TEA-510	3475-05(a)	VOC-052	1025-08(b)
SPE-092	1025-08(b)	TEA-518	3475-06(a)	VOC-060	1025-08(a) or (d)
SPE-098	1025-08(b)	TEA-596	3375-01	VOC-061	1025-08(b)
SPE-099	1025-08(b)	TEA-647	1025-08(b)	VOC-065	3375-01
SPE-100	1025-08(b)	TEX-001	3475-05(a)	VOC-067	1025-08(b)
SPE-103	1025-08(a) or (d)	TEX-002	3475-05(a)	VOC-068	1025-08(b)
SPE-104	1025-08(b)	TEX-003	3475-05(a)	VOC-072	3375-01
SPE-105	1025-08(b)	TEX-006	3475-05(a)	VOC-073	3375-03
SPE-106	1025-08(b)	TEX-006B	3475-05(a)	VOC-074	1025-08(a) or (d)
SPE-107	3475-05(a)	TEX-007	3475-05(a)	VOC-075	1025-08(a) or (d)
SPE-108	3475-05(a)	TEX-008	3475-02	VOC-076	1025-08(b)
SPE-109	3475-05(a)	TEX-009	3475-06(a)	VOC-078	1025-08(b)
SPF-030	1025-08(a) or (d)	TEX-010	3475-05(c)	VOC-080	3375-03
SPF-031	1025-08(a)	TEX-011	3475-05(a)	VOC-080A	3375-03
SPF-095	3600-03	TEX-012	3475-04(d)	VOC-081	3375-03
SPPI-001	3600-03	TEX-013	3475-05(a)	VOC-082	1025-08(a)
SPPI-042	3600-03	TEX-014	3600-03	VOC-083	1025-08(b)
SPPI-043	3400-04	TEX-016	3475-05(a)	VOC-084	1025-08(b)
STD-27	3300-10	TEX-018	3475-03	VOC-085	3375-01
TABS-001	3625-01	TEX-019	3475-05(b)	VOC-086	3375-03
TCER-003	3575-04	TEX-020	3475-05(b)	VOC-087	1025-08(a) or (d)
TCER-008	3575-02(b)	TEX-020A	3475-05(b)	VOC-087A	1025-08(a) or (d)
TCER-009	3575-02(b)	TEX-031	3475-05(a)	VOC-088	1025-08(a) or (d)
TCER-010	3575-07	TEX-031A	3475-05(a)	VOC-089	1025-08(b)
TCER-012	1050-04	TEX-032	3475-01	VOC-090	1025-08(a) or (d)
TCER-014	1050-04	TEX-033	3475-05(a)	VOC-091	3375-01
TCER-016	3575-02(b)	TEX-035	3475-05(a)	VOC-094	1025-08(b)
TCER-020	3575-18	TEX-036	3475-05(a)	VOC-095	1025-08(b)
TCER-021	3575-02(b)	TEX-038	3475-05(a)	VOC-096	1025-08(b)

VOC-097 3375-01
VOC-101 1025-08(a) or (d)
VOC-102 1025-08(a) or (d)
VOC-103 3375-01
VOC-103A 3375-01
VOC-104 1025-08(a)
VOC-105 1025-08(a) or (d)
VOC-112 1025-08(a) or (d)
VOC-113 3375-01
VOC-114 3375-01
VOC-115 3375-04
VOC-115A 3375-04
VOC-116 3375-03
VOC-117 3375-03
VOC-118 3375-04
VOC-119 3375-03
VOC-120A-F 1025-08(b)
VOC-121 1025-08(b)
VOC-122 3375-01
VOC-123 1025-08(b)
VOC-124 1025-08(a)
VOC-125 1025-08(b)
VOC-126 1025-08(b)
VOC-127 3575-02(b)
VOC-131 1025-08(b)
VOC-132 1025-08(b)
VOC-134 1025-08(b)
VOC-135 1025-08(b)
VOC-136 1025-08(b)
VOC-137 3600-03
VOC-139 3575-02(b)
VPD-008 1025-08(a) or (d)
VPD-016 1025-08(a)
VPD-018 1025-08(a) or (d)
VPD-024 3600-03
VPD-025-2 1025-08(b)
VPD-025-3 1025-08(b)
VPD-025-4 1025-08(b)
VWS-001 1025-08(a) or (d)
VWS-002 1025-08(b)
VWS-003 3375-04