



Student Transcripts

09.26.2013

Question:

How long are districts required to keep student transcripts and other student records?

Answer:

Each district should consult their district records retention policy and ensure that those policies are up to date and/ or contact their local attorney. However, generally, a district should keep student transcripts permanently. Keeping these records in electronic format is fine. Certainly there are some lesser student records that would not have to be kept forever, but their transcript, which holds a whole host of information, we recommend be kept permanently.

The general listing of the ISBA attorneys recommended items to keep permanently (most of which is on the transcript) includes:

- Basic information for identifying the student - such as name, address, and birth date, and also the names and addresses of parents.
- Transcripts - including grades, classes or courses taken and completed, class rank, date and age the student advanced to the next grade or graduated, and scores on standardized tests, such as placement tests, ACT/SAT scores, and college entrance exams.
- Attendance record.

The general listing of things that do not have to be kept permanently includes:

- Any accident reports or incidents or any health-related information on record, such as medication administered at school and/or with the help of a school nurse, like insulin or other long-term medications.
- Disciplinary actions taken against the student, such as suspensions or expulsions, and the reasons for the actions taken, such as cheating, destroying school property and fighting with students or staff.

- Awards and honors earned by the student.
- The student's participation in school activities, such as sports, student government, etc.

For any questions about specific student record retention please contact your local attorney or use some of each ISBA member's block of four hours of legal time per fiscal year to contact ISBA's attorneys.

contact us with your question:



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