

RESCIND BOARD REPORT 13-0424-PO1

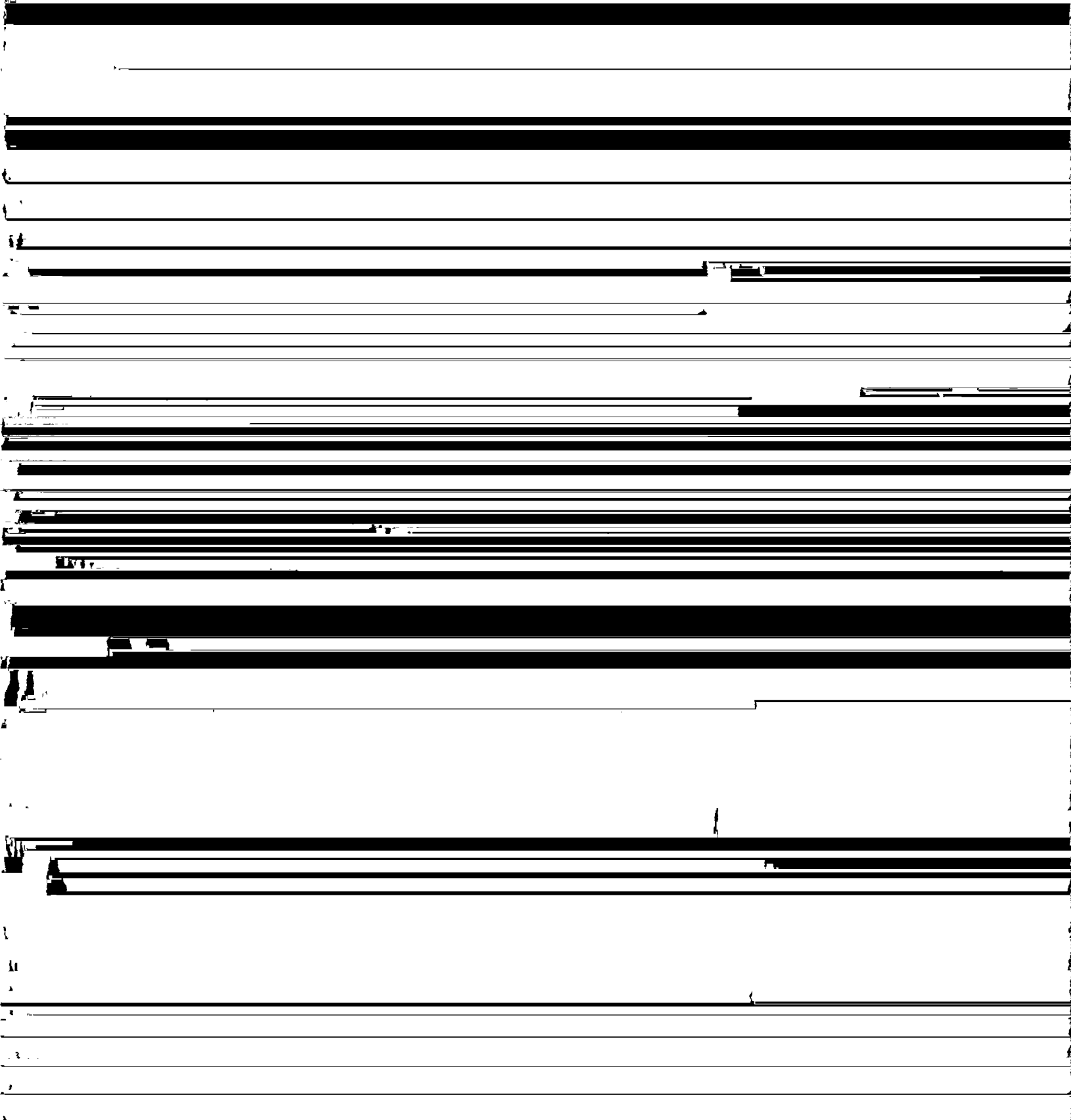
STUDENT RECORDS RETENTION POLICY
AND ADOPT A NEW STUDENT RECORDS MANAGEMENT AND RETENTION POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Chicago Board of Education ("Board") rescind Board Report 13-0424-PO1 Student Records

Retention and adopt a new Student Records Management and Retention Policy.

B. Temporary Student Records. Temporary Student Records consist of any documents or data records, whether in paper or electronic form, directly related to a particular student and of clear relevance



IV. Record Maintenance During Retention Period

A. School Responsibility. Each District School principal must designate a school records custodian *if a principal is responsible for the maintenance, care, security, and proper disposal of Student*

transmission to the CBS charter school. District Schools must maintain these copies as original records for

the duration of the retention period. See Section IV. F. below regarding long-term storage of these records.

5. Special Circumstances. Despite anything in this Section IV. C. to the contrary, the Chief Executive Officer or designee and the Records Management Unit may issue special protocols for the transfer of records in connection with students who complete the highest-grade level at a District School as well as for any other circumstance involving the transfer of a significant number of Student Records, which may include the transfer of records from closing or otherwise transitioning schools. Such protocols are available on the District's Records Management Knowledge Center Page.

6. Electronic Transfer and Release of Student Records. When a student transfers to another District School, the student's record that is available in the District's student information system will become

accessible to the student's new District School,

The records custodian or coordinator of each District School must maintain a

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