

LIST OF TYPES AND
LOCATIONS OF
INFORMATION

Student records held by the **Student and Parent Pupil Services Office** are subject to long-time preservation or to destruction following a five-year holding period. **The District shall follow retention timelines as established by the Texas State Library and Archives Commission.** Because the Director for **Student and Parent Pupil Services**, acting for the Superintendent, has been designated to be responsible for all student records, his or her signature must be acquired by the department head in order to retain or to destroy any such records.

~~An inventory of all pertinent records is to be attached to this administrative regulation and maintained on file in the Pupil Services Office and may be made available upon request.~~

The custodian of student records is:

Director, **Student and Parent Pupil Services**
6531 Boeing Drive
P.O. Box 20100
El Paso, Texas 79998

The District will maintain the records listed below, and the position of the official responsible for the maintenance of the records is listed by each type of record, as follows:

1. **Permanent records—Principal and Director, Student and Parent Services**
2. **Attendance records—Principal and Director, Student and Parent Services**
3. **Health and medical records—Director, Health Services department.**
4. **Grades—Principal.**
5. **Records for Special Education:**
 - a. **Educational—Principal and Assistant Superintendent, Special Education and Special Services**
 - b. **Psychological—Assistant Superintendent, Special Education and Special Services**
6. **Deaf and deaf/blind—Principal and Assistant Superintendent, Special Education and Special Services**

7. **Student Support Team (SST) records—Principal.**
8. **Section 504 records—Principal and Assistant Superintendent, Special Education and Special Services.**
9. **Counseling records—Principal and Director, Counseling, Advising and College Readiness.**
10. **Discipline records—Principal and Director, Student and Parent Services**

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