

**List of Types and
Locations of
Information**

Student records held by Student and Parent Services are subject to longtime preservation or to destruction following a five-year holding period. The District will follow retention timelines as established by the Texas State Library and Archives Commission. Because the executive director for Student and Parent 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.

The custodian of student records is:

ASSISTANT SUPERINTENDENT, STUDENT SERVICES

~~Executive Director, Student and Parent Services~~
1014 N. Stanton
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 **ASSISTANT SUPERINTENDENT, STUDENT SERVICES**
~~executive director, Student and Parent Services~~
- ~~2.~~ Attendance records—Principal and **ASSISTANT SUPERINTENDENT, STUDENT SERVICES**
~~executive 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 **EXECUTIVE DIRECTOR, SPECIALIZED LEARNING SERVICES** ~~assistant superintendent, Special Education and Special Services.~~
 - b. Psychological— **EXECUTIVE DIRECTOR, SPECIALIZED LEARNING SERVICES** ~~Assistant superintendent, Special Education and Special Services.~~
- ~~6.~~ Deaf and deaf/blind—Principal and **EXECUTIVE DIRECTOR, SPECIALIZED LEARNING SERVICES** ~~assistant superintendent, Special Education and Special Services.~~
7. Student Support Team (SST) records—Principal.

- ~~8.~~ Section 504 records—Principal and **EXECUTIVE DIRECTOR, SPECIALIZED LEARNING SERVICES** ~~assistant superintendent, Special Education and Special Services.~~
9. Counseling records—Principal and director, Counseling and Advising.
10. Discipline records—Principal and ~~executive director,~~ **ADMINISTRATIVE Student and Parent Services.**

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