FLOW CHART
STUDENT RECORDS

GRADE LEVEL	ACTIVITY	TIME PERIMETER
K	Start Collection of Records	Feb-March (Prior to their starting school)
K	Review Records, Destroy All Tentative Records or Reclassify	June - July - Aug.
1	Review Records, Destroy All Records or Reclassify	June - July - Aug.
2	Review Records, Destroy All Tentative Records or Reclassify	June - July -Aug.
3	Review Records, Destroy All Tentative Records or Reclassify	June - July - Aug.
4	Review Records, Destroy All Tentative Records or Reclassify	June July - Aug.
5	Review Records, Destroy All Tentative Records or Reclassify and Forward To Liberty Intermediate	June - July - Aug.
6	Review Records, Destroy All Tentative Records or Reclassify	June - July - Aug.
7	Review Records, Destroy All Tentative Records or Reclassify	June - July - Aug.
8	Review Records, Destroy All Tentative Records or Reclassify and Forward to Senior High	June -July - Aug.
9	Review Records, Destroy All Tentative Records or Reclassify	June -July - Aug.
10	Review Records, Destroy All Tentative Records or Reclassify	June - July - Aug.
11	Review Records, Destroy All Tentative Records or Reclassify	June - July - Aug.
12	Review Records, Destroy All Tentative and Supplemental Records or Reclassify File administrative records in Ledgerbook	June -July - Aug.

GRADE LEVEL	ACTIVITY	TIME PERIMETER
K-12	Review Records, Destroy all Tentative Records or Reclassify Forward copy of Administrative Record and original Supplemental record to Receiving School upon Receipt of Form SR-A. File original Administrative record in dead record ledger	When Student Transfers
High School Graduates or those completing 12 years	Forward Copy of Administrative record upon receipt of Form SR-A	When records are requested
All Levels	Review Records, Destroy Tentative Records, File Administrative and Supplemental in dead record	When student drops or transfers and records are not requested by end of school year.
All Levels	Review Records, Destroy Supplemental and Tentative Records and mark on Administrative Deceased and Date of Death	