

# San Diego Community College District

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City College • Mesa College  
Miramar College • Continuing Education

## **STUDENT RECORDS**

### **CLASSIFICATION • RETENTION • DISPOSITION**

### **MANUAL**

2016-2017

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## **Student Records Classification, Retention, and Disposition Manual**

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The San Diego Community College District (SDCCD) is required by law to classify all records and dispose of them properly based on established retention periods in accordance with California Education Code Sections §70901 and §76220, and Board Policy 3001.

### **PURPOSE OF THIS MANUAL**

The purpose of this manual is to provide the colleges, Continuing Education, and the district records office an orderly and consistent method of:

1. Classifying student records as required by state and federal laws (California Education Code §76220 and the California Code of Regulations, Title 5 §59022).
2. Preserving student records which have long-term value, as defined by state law and district policy.
3. Providing a means of destruction of student records in accordance with state law and district policy.

### **LIMITATIONS**

The procedures and provisions described herein are meant to apply to student records, and conform to state and federal regulations provided within the law. This manual does not propose to classify records or outline the disposition of records contained in other administrative units of the district.

**DEFINITION OF A RECORD**

*(Title 5 §59020)*

"Records" means all records, maps, books, papers, data processing output, and electronic documents that a Community College district is required by law or official duty to prepare or retain. "Records" includes "student records" as defined in §76210 of the California Education Code.

The following documents are **not** records and may be destroyed at any time:

1. Additional copies of documents beyond the original or one copy. (A person receiving a duplicated copy need not retain it.)
2. Correspondence between district employees that does not pertain to personnel matters or constitute a student record.
3. Advertisements and other sales material received.
4. Textbooks used for instruction, and other instructional materials, including library books, pamphlets and magazines.

**DEFINITION OF A STUDENT RECORD**

*(Ed. Code §76210(a) and Administrative Procedure 3001.1)*

**Student Record** means any item of information directly related to an identifiable student, other than directory information, which is maintained by a community college or required to be maintained by any employee in the performance of his/her duties, whether recorded by handwriting, print, tapes, film, microfilm, or other means.

**Student Record Files** normally include the student's identification number, residence classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, documents filed for admission to the college or center, grade reports, permanent records of academic work completed, transcripts received from other schools and colleges attended, test scores, counseling information, directory information as defined below, and correspondence and petitions related to the individual student.

The following information is **not** considered a student record:

1. Information provided by a student's parents relating to applications for financial aid or scholarships.
2. Information related to a student compiled by a community college officer or employee that remains in the sole possession of the maker and is not accessible or revealed to any other person except a substitute who performs, on a temporary basis, the duties of the individual who made the notes and does not refer to a person who permanently succeeds the maker of the notes in his/her position.

3. Information related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional or paraprofessional capacity, or assisting in that capacity, and that is created, maintained, or used only in connection with the provision of treatment to the student and is not available to anyone other than the persons providing such treatment. However, that record may be personally reviewed by a physician or other appropriate professional of the student's choice.
4. Information maintained by a district law enforcement unit, which is:
  - a. maintained solely for law enforcement purposes
  - b. not made available to persons other than law enforcement officials of the same jurisdiction

If the personnel of the unit do not have access to student records pursuant to §76243 of the California Education Code, the information maintained by the unit is kept apart from information maintained pursuant to subdivision (a) of §76210 of the California Education Code.

5. Information maintained in the normal course of business pertaining to persons who are employed by a community college, provided that such information relates exclusively to such person in that person's capacity as an employee and is not available for use for any other purpose.
6. Confidential letters or and statements of recommendation maintained by a community college district on or before January 1, 1975, if these letters or statements are not used for purposes other than those for which they were specifically intended.

### **DIRECTORY INFORMATION**

*(SDCCD Board Policy 3001 and Administrative Procedure 3001.1)*

The SDCCD Board recognizes that the privacy of each student must be protected with regard to the release of student records which are maintained as a result of his/her attendance in District programs. In accordance with Board Policy 3001, the district does not designate any student information as directory information. Board Policy 3001 is formulated in accordance with §54626 of Title 5 and §76240 of the California Education Code. In addition, §76210(b) of the California Education Code defines additional information that is designated as directory information.

**CLASSIFICATION OF RECORDS**

*(Title 5 §59022)*

1. The governing board of each Community College district shall establish an annual procedure by which the chief executive officer, or other designee shall review documents and papers received or produced during the prior academic year and classify them as Class 1-Permanent, Class 2-Optional, or Class 3-Disposable.
2. All records not classified prior to July 1, 1976, are subject to the same review and classification as in the above paragraph. If such records are three or more years old and classified as Class 3-Disposable, they may be destroyed without further delay, in accordance with §59027 of Title 5.
3. Records originating during a current academic year shall not be classified during that year.
4. Records of a continuing nature, i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years, shall not be classified until such usefulness has ceased.
5. Whenever an original Class 1-Permanent record is photographed, microphotographed, or otherwise reproduced on film or electronically, the copy is hereby classified as Class 1-Permanent. The original record, unless classified as Class 2-Optional, may be classified as Class 3-Disposable, and may then be destroyed if the following conditions have been met:
  - a. The reproduction was accurate in detail.
  - b. The chief executive officer, or other designee, has attached to or incorporated in the copy or system a signed and dated certification of compliance with the provisions of Section 1531 of the Evidence Code, stating in substance that the copy is a correct copy of the original, or a specified part thereof, as the case may be.
  - c. The copy was placed in an accessible location and provision was made for preserving permanently, examining and using same.
  - d. In addition, if the record is photographed or microfilmed, the reproduction must be on film of a type approved for permanent, photographic records by the United States Bureau of Standards.

## CLASSIFICATION OF STUDENT RECORDS

*(Title 5 §59023(d), §59024, §59025)*

All student records within the district will be classified as follows:

### **Class 1-Permanent Student Records**

1. These include the records of enrollment and scholarship for each student. Such records of enrollment and scholarship include, but are not be limited to the following:
  - a. name of student;
  - b. date of birth;
  - c. place of birth;
  - d. name and address of a parent having custody or a guardian, if the student is a minor;
  - e. entering and leaving date for each academic year and for any summer session or other extra session;
  - f. subjects taken during each year, half year, summer session or quarter; and
  - g. the grades and number of credits toward graduation allowed for work taken.
2. All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1-Permanent records, one year after the claim has been settled or after the applicable statute of limitations has run.

### **Class 2-Optional Student Records**

Any record worthy of further preservation but not classified as Class 1-Permanent may be classified as Class 2-Optional and shall then be retained until reclassified as Class 3-Disposable. If the chief executive officer, or other designee, determines that classification should not be made by the time specified in Title 5 §59022, all records of the prior year may be classified as Class 2-Optional, pending further review and classification within one year.

### **Class 3-Disposable Records**

All records, other than Continuing Records, not classified as Class 1-Permanent or Class 2-Optional, shall be classified as Class 3-Disposable, including, but not limited to, detail records relating to:

1. records basic to audit, including those relating to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, canceled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report; and
2. periodic reports, such as daily, weekly, and monthly reports, bulletins, and instructions.

## PERSONS RESPONSIBLE FOR CLASSIFICATION OF RECORDS

In accordance with §59022 and §59027 of Title 5, the following persons shall be responsible for the classification of student records:

- San Diego City College - Vice President, Student Services
- San Diego Mesa College - Vice President, Student Services
- San Diego Miramar College - Vice President, Student Services
- SDCCD Student Services Office - Vice Chancellor, Student Services
- Continuing Education – Vice President, Student Services

## RETENTION PERIOD FOR STUDENT RECORDS

*(Title 5 §59023(d) - §59026)*

### **Class 1-Permanent Student Records**

The original of each record, or one exact copy thereof when the original is required by law to be filed with another agency, is to be retained indefinitely, unless copied or reproduced in accordance with Title 5 §59022(e).

### **Class 2-Optional Student Records**

All student records classified as Class 2-Optional shall be retained until reclassified as Class 3-Disposable. Class 2-Optional student records must be reviewed annually to determine reclassification of the record as Class 3-Disposable.

### **Class 3-Disposable Student Records**

A Class 3-Disposable record, unless otherwise specified, should be destroyed during the third college year after the college year in which it originated (e.g., 1999-2000 plus 3 = 2002-2003). Federal programs, including various student aid programs, may require longer retention periods and such program requirements take precedence over the requirements contained herein.

With respect to records basic to an audit, a Class 3-Disposable record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by §84040 of the California Education Code or of any other legally required audit, or that period specified by Title 5 §59118, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later.

With respect to continuing records, a continuing record shall not be destroyed until the third year after it has been classified as Class 3-Disposable. (Title 5 §59022(d))



**PROCEDURE FOR DESTRUCTION OF STUDENT RECORDS**

All student records shall be destroyed in accordance with Title 5 of the California Code of Regulations§59029. Administrative Procedure 6550.2 describes the specific process for destruction of Class-3 Disposable student records.

Attachment 1 contains the classification of student records, as specified herein, and retention schedule.

**References:**

Board Policy 3001 and Administrative Procedure 3001.1

California Education Code Sections 59020, 59022, 70901, 76240, 76210, 76220, 76243, 84040

California Evidence Code 1531

Title 5, Sections 54626, 59020 et. seq., 59118

**ATTACHMENT 1**

**DISTRICTWIDE  
STUDENT SERVICES  
FORMS**

**CLASSIFICATION & RETENTION SCHEDULE**

**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**ASB OFFICE - CITY COLLEGE**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Promissory Note-Book Loan	City		2	Student Affairs Staff	July 1st	Student Affairs
Emergency Book Loan Forms	City		2	Student Affairs Staff	July 1st	Student Affairs
Emergency Book Promissory Note	City		2	Student Affairs Staff	July 1st	Student Affairs

NC: not classified  
1 = permanent record  
2 = optional  
3 = disposable record

**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**ASB OFFICE - MESA COLLEGE**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Associated Students Promissory Note-Book Loan	Mesa		2	Student Affairs Staff	Until paid in full	Student Affairs/ Student Accounting
Book Issuance Form	Mesa		2	Student Affairs Staff	Until paid in full	Student Affairs/ Student Accounting
Emergency Loan Fund Promissory Note	Mesa		2	Student Affairs Staff	Until paid in full	Student Affairs

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**ASB OFFICE – MIRAMAR COLLEGE**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
No ASG Documents	Miramar					Student Affairs

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**CONTINUING EDUCATION**

<b>Name of Document/Form</b>	<b>Responsible Office</b>	<b>Document I.D</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Attendance Record – Roll Card (cardstock)	CEISO	CEISO	1	Attendance	Permanent	Attendance
Attendance/Grade Roster	CEISO	CEISO	1	Attendance	Permanent	Attendance
CAV Summary by Week	CEISO	CEISO	1	Attendance	Permanent	Attendance
Class Attendance Verification (CAV's)	CEISO	CEISO	1	Attendance	Permanent	Attendance
Cumulative Record (CUM card)	CEISO	TRANS	1	Counseling	Permanent	Counseling
Non-Fee Registration Form	CEISO	27470	1	Attendance	Permanent	Attendance
Rollbook	CEISO	CEISO	1	Attendance	Permanent	Attendance
Educational Plan	CEISO	CEISO	3	Counseling	3 years from date of Plan	Student Folder
Attendance Verification	CEISO	ATVER	3	Counseling	1 year	Student Folder
Counseling Record	CEISO	COUNR	3	Counseling	1 year	Student Folder
Extension Verification	CEISO	CEISO	3	Counseling	1 year	Student Folder
GED Test Results	CEISO	CEISO	3	Counseling	1 year	Student Folder
Grade Card & Incomplete Record	CEISO	CEISO	3	Counseling	1 year	Student Folder
Graduate File	CEISO	CEISO	3	Counseling	1 year	Student Folder
In-Take Counseling Form	CEISO	CEISO	3	Counseling	1 year	Student Folder
Joint High School Diploma Evaluation	CEISO	JSHDE	3	Counseling	1 year	Student Folder
Notice of Unsatisfactory Progress	CEISO	CEISO	3	Counseling	1 year	Student Folder
Petition to Waive College Course Requirement	CEISO	PWVRO2	3	Counseling	1 year	Student Folder
Referral For Counseling	CEISO	REFC2	3	Counseling	1 year	Student Folder

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**CONTINUING EDUCATION**

<b>Name of Document/Form</b>	<b>Responsible Office</b>	<b>Document I.D</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Release of Student Information	CEISO	RELSI	3	Counseling	1 year	Student Folder
Removal of Disruptive Students	CEISO	CEISO	3	Counseling	1 year	Student Folder
Request for GED Testing	CEISO	CEISO	3	Counseling	1 year	Student Folder
Student Application	CEISO	CEISO	3	Counseling	1 year	Student Folder
Student Class Schedule	CEISO	STDSC	3	Counseling	1 year	Student Folder
Supplemental Application	CEISO	CEISO	3	Counseling	1 year	Student Folder
Supplemental Application and Certification of Special Part-Time High School Student (yellow)	CEISO	SS-PTHS	3	Counseling	1 year	Student Folder
Supplemental Application and Certification of Special Part-Time Joint High School Diploma Student (blue)	CEISO	SS-JNTDIP	3	Counseling	1 year	Student Folder
Textbook Loaner Program	CEISO	CEISO	3	Counseling	1 year	Student Folder
Transcript Request Form	CEISO	TRREQ	3	Counseling	1 year	Student Folder
Verification of Eligibility to Take the GED Test	CEISO	CEISO	3	Counseling	1 year	Student Folder
VTEA Application	CEISO	VATAP	3	Counseling	1 year	Student Folder

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**COUNSELING – CITY COLLEGE**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Temp Ed Plan for VA Benefits	Counseling	Rev. 7/14/09 mcs	1	Counselor	5	Counseling and VA office
Student Ed Plan	Counseling		1	Counselor	5	Counseling
Financial Aid Appeal Test	Counseling		NC	Counselor		Counseling

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**DSPS (Colleges and CE)**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
AAP Academic Accommodation Plan (Formerly Student Educational Contract – Discontinued 6/30/16)	DSPS		3	DSPS	3 yrs.	Campus DSPS
Adapted Physical Education Release Form	Mesa		3	DSPS	3 yrs.	Campus DSPS
Alternate Media Request and Contract	Miramar		3	DSPS	3 yrs.	DSPS Campus
Application for Services (Districtwide)	DSPS	h:\student\first appointment	3	DSPS	3 yrs.	Campus DSPS
Auth. for Release of Personal Info, Dept. of VA	City		3	DSPS	3 yrs.	Campus DSPS
Auth. for Release of Personal Info, Medical Info and Confidentiality & Informed	DSPS	Forms\counsel\confdnt	3	DSPS	3 yrs.	Campus DSPS
Authorized Academic Accommodations	DSPS		3	DSPS	3 yrs.	Campus DSPS
Case Notes	DSPS	h:\office\case notes	3	DSPS	3 yrs.	Campus DSPS
Communication Access Services Field Trip Request Form	City				3 yrs.	
Consent for Release of Information, Learning Disability/Speech Disability	DSPS	a:auth.frm	3	DSPS	3 yrs.	Campus DSPS
Counselor Contact Sheet	DSPS		3	DSPS	3 yrs.	Campus DSPS
Course Repetition Petition (Districtwide)	DSPS		3	DSPS	3 yrs.	Campus DSPS
Cover Letter to Verifying Professional	Mesa	Cover ltr verifying prof.	3	DSPS	3 yrs.	Campus DSPS
Data Sheet – Student Demo. Info	Mesa		3	DSPS	3 yrs.	Campus DSPS
DSPS Add Code Slips	City		3	DSPS	3 yrs.	Campus DSPS
DSPS Application for Services	DSPS		3	DSPS	3 yrs.	Campus DSPS

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DSPS Appointment Slips	City		3	DSPS	3 yrs.	Campus DSPS
DSPS Reinstatement approval after Disqualification	Mesa		3	DSPS	3 yrs.	Campus DSPS
DSPS Service Animal Fact Sheet- Districtwide	DSPS		3	DSPS	3 yrs.	DSPS Campus
DSPS Services Agreement	DSPS		3	DSPS	3 yrs.	Campus DSPS
DSPS Student Service Record	Miramar		3	DSPS	3 yrs.	DSPS Campus
Educational Limitations (Districtwide) - Discontinued 6/30/16	DSPS	h:\educationa l limitations	3	DSPS	3 yrs.	Campus DSPS
EOPS Reduced Units Letter (Template)	Miramar		3	DSPS	3 yrs.	DSPS Campus
Equipment Checkout and Use Agreement	DSPS		3	DSPS	3 yrs.	Campus DSPS
Intellectual Disability Verification (formerly Developmentally Delayed Learning Disability Verification)	DSPS	h:\ddl verification	3	DSPS	3 yrs.	Campus DSPS
Interpreting/Speech-to-Text Services Instructions, Student Responsibilities	DSPS		3	DSPS	3 yrs.	N/A handout
ISO Contact Sheet	DSPS		3	DSPS	3 yrs.	N/A handout
Learning Disabilities Program California Community Colleges Intake Screening & Eligibility Record	DSPS		3	DSPS	3 yrs.	Campus DSPS
Learning Disability Screening Form	DSPS	h:\application -ld intake	3	DSPS	3 yrs.	Campus DSPS
Letter Of Introduction to Faculty	Mesa	Brain inj	3	DSPS	3 yrs.	Campus DSPS
Letter: Deaf Communication	Mesa	Deaf\hohltr	3	DSPS	3 yrs.	Campus DSPS
Letter Of Introduction: General	Mesa		3	DSPS	3 yrs.	Campus DSPS

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<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Memo to Faculty Regarding Test Proctoring Information - Discontinued 6/30/16	City		3	DSPS	3 yrs.	Campus DSPS
Memo to Instructor-Request for Test	Miramar		3	DSPS	3 yrs.	DSPS Campus
New Student Information Data	Miramar	h:\office\new student information	3	DSPD	3 yrs.	Campus DSPS
Notification to Instructor for Testing Accommodation - Discontinued 6/30/16	City		3	DSPS	3 yrs.	Campus DSPS
Orientation Certificate	City, Mesa		3	DSPS	3 yrs.	Campus DSPS
Release of Information and Verification of Disability	Mesa		3	DSPS	3 yrs.	Campus DSPS
Request for Services	Mesa		3	DSPS	3 yrs.	Campus DSPS
Reservation for Test Accommodation	Miramar	h:\reservation for testing	3	DSPS	3 yrs.	Campus DSPS
Service Policy	DSPS	h:\service policy	3	DSPS	3 yrs.	Campus DSPS
Sign Language Interpreting & RTC Services Policy	Mesa	Signlan\policy	3	DSPS	3 yrs.	Campus DSPS
STAR Tutoring Referral Notice	Mesa		3	DSPS	3 yrs.	Campus DSPS
Student Absence	Mesa	Sign.lan\student absence	3	DSPS	3 yrs.	Campus DSPS
Student Agreement for Tape Recording Lectures	Mesa		3	DSPS	3 yrs.	Campus DSPS
Student Disclaimer	Mesa		3	DSPS	3 yrs.	Campus DSPS
Student Disclaimer-Alternate Section	Miramar		3	DSPS	3 yrs.	DSPS Campus
Student Disclaimer-Impacted Times (Districtwide)	DSPS		3	DSPS	3 yrs.	DSPS Campus
Student Permission/Agreement, Use of Tape Recorder in the Classroom	DSPS		3	DSPS	3 yrs.	DSPS Campus

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**DSPS (Colleges and CE)**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Student Referral to DSPS Program	DSPS		3	DSPS	3 yrs.	DSPS Campus
Support Service Summary	City		3	DSPS	3 yrs.	Campus DSPS
Temporary Disabled Parking Form/Card	DSPS		3	DSPS	3 yrs.	Campus DSPS
Test Proctoring Guidelines for Students	DSPS		3	DSPS	3 yrs.	Campus DSPS
Test Proctoring Request Form	DSPS		3	DSPS	3 yrs.	Campus DSPS
Test Proctoring Status Notification	Mesa		3	DSPS	3 yrs.	Campus DSPS
Testing Accommodation Contract	DSPS		3	N/A	3 yrs.	DSPS Campus
Verification of Disability (Districtwide)	DSPS	h:\general verification	3	DSPS	3 yrs.	Campus DSPS
Verification of Observable Medical Disabling Condition	DSPS		3	DSPS	3 yrs.	Campus DSPS
Visitor Agreement (Districtwide)	DSPS		3	DSPS	3 yrs.	DSPS Campus & HR
Visitor Registration Form (Districtwide)	DSPS		3	DSPS	3 yrs.	DSPS Campus & HR
Volunteer Notetaker Paper	DSPS		3	N/A	N/A	DSPS Campus
Walk-in Counseling Question	Miramar		3	DSPS	N/A	DSPS Campus

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**EOPS OFFICE – CITY COLLEGE**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
City College EOPS Application – New Students, Program year	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
City College EOPS Application - Continuing Students, Program year	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
CARE New Student Application, Program year	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
CARE Continuing Student Application, program year	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
CARE Notice of Non-Compliance	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
EOPS/CARE Program Participation Contract	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
CARE Request for Documentation	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
CARE Notice of Ineligibility	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
CARE Notice of Eligibility	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
CARE Workshop Verification form, Program year	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
EOPS Mutual Responsibility Contract (MRC), program year	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
EOPS Student Educational Planning Worksheet	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
EOPS Petition Form	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
City EOPS Documentation Request List	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse

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2016-2017**

**EOPS OFFICE – CITY COLLEGE**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
EOPS Notice of Ineligibility	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
City College EOPS Tutorial Referral Form	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
City College EOPS Counselor Checklist	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
EOPS/CARE Print Card Service Form	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
City College EOPS Summer Readiness Program Application, Program year	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
City College Summer Readiness Program- Student Program Agreement, Program year	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
City College Summer Readiness Program- Participants General Information Sheet	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse
EOPS- Summer Readiness Program Meal Card Form	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off., 7 yrs. Warehouse

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**EOPS OFFICE – MESA COLLEGE**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Agency Certification-Untaxed Income (Care program)	EOPS	N/A	3	EOPS	3 yrs.	EOPS Off.
CARE Application form (Mesa EOPS Program)	EOPS	N/A	3	EOPS	3 yrs.	EOPS Off.
EOPS 6-semester Educational Plan AA/AS degree	EOPS	N/A	3	EOPS	3 yrs.	EOPS Off.
EOPS 6-semester Educational Plan CSU Transfer	EOPS	N/A	3	EOPS	3 yrs.	EOPS Off.
EOPS 6-semester Educational Plan IGETC Transfer	EOPS	N/A	3	EOPS	3 yrs.	EOPS Off.
EOPS Application, Mesa College	EOPS	N/A	3	EOPS	3 yrs.	EOPS Off.
EOPS Mutual Responsibility Contract (MRC) Mesa College	EOPS	N/A	3	EOPS	3 yrs.	EOPS Off.
EOPS/CARE Book Service Contract, SD Mesa.	EOPS	N/A	3	EOPS	3 yrs.	EOPS Off.
Gift Card Agreement (Meal Cards, Gas Cards, Copy Cards, Bookstore)	EOPS	N/A	3	EOPS	3 yrs.	EOPS Off.
EOPS File Check-List	EOPS	N/A	3	EOPS	3 yrs.	EOPS Off.

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**EOPS OFFICE - MIRAMAR COLLEGE**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Agency Certification-Untaxed Income (Care program)	EOPS	N/A	3	EOPS	2 yrs.	EOPS off, 7 yrs. warehouse
CARE Application form (Miramar EOPS Program)	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off. 7 yrs. warehouse
Counselor Comments (blue single sided form)	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off 7 yrs. warehouse
EOPS Counseling Contact Sheet (buff single sided form)	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off. 7 yrs. warehouse
EOPS Referral	EOPS	N/A	NC	EOPS	2 yrs.	EOPS Off 7 yrs. warehouse
EOPS Student Contract Current Program Year (Miramar College)	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off. 7 yrs. warehouse
Miramar College EOPS Application, Program Year	EOPS	N/A	3	EOPS	2 yrs.	EOPS Off. 7 yrs. warehouse

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**FINANCIAL AID OFFICE – CITY/MESA/MIRAMAR**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document ID</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
\$50 Emergency Loan Application	FA OFF	FA-Farmer-MR	3	Fin. Aid	until paid	FA Off.
Agency Certification-Untaxed Income	State	210/ACUI	3	Fin. Aid	4 yrs.	FA Off.
Appeal Form	FA OFF	FA-APPEAL-C	3	Fin. Aid	4 yrs.	FA Off.
Appeal Form	FA OFF	FA-APPEAL-M	3	Fin. Aid	4 yrs.	FA Off.
Appeal Form	FA OFF	FA-APPEAL-MR	3	Fin. Aid	4 yrs.	FA Off.
Certificate (Birth, Marriage, Death)			3	Fin. Aid	4 yrs.	Folder
Default Status	various		3	Fin. Aid	4 yrs.	Folder
Dependency Override-Mesa	Mesa City	FA-PJD-M	3	Fin. Aid	4 yrs.	FA Off.
Enrollment Fee Waiver Application (BOGW)	CA State	210/BoGEFW	3	FAO Staff	4 yrs.	Fin. Aid
Federal Tax Return (Parent, Student, and/or Spouse)	Fed.	1040+	3	FAO Staff	4 yrs.	Fin. Aid
Financial Aid Student Password Request	SDCCD-DSS	SSFAPASS	NC	FAO Staff	none	N/A
High School Verification-City	City	FA-HSCH-C	3	Fin. Aid	4 yrs.	FA Off.
Immigration Documents	Fed.		3	Fin. Aid	4 yrs.	Folder
Income Reduction Form-Mesa	Mesa	FA-PJI-M	3	Fin. Aid	4 yrs.	FA Off.
Information Update Form	City	FA-UPDATE-C	3	FAO Staff	4 yrs.	Fin. Aid
Information Update Form	Miramar	FA-UPDATE-MR	3	FAO Staff	4 yrs.	Fin. Aid
INS Secondary Confirmation	Fed.	G-8-45	3	Fin. Aid	4 yrs.	Folder
Loan Request Form	City	FA-LOANREQ-C	3	FAO Staff	4 yrs.	Fin. Aid
Loan Request Form	Mesa	FA-LOANREQ-M	3	FAO Staff	4 yrs.	Fin. Aid

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**FINANCIAL AID OFFICE – CITY/MESA/MIRAMAR**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document ID</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Loan Request Form	Miramar	FA- LOANREQM R	3	FAO Staff	4 yrs.	Fin. Aid
Military Discharge Document	Fed.	DD-214	3	Fin. Aid	4 yrs.	Folder
Parents' Income Certification- Mesa, Miramar	State	210/P IC	3	Fin. Aid	4 yrs.	FA Off.
Petition for Consideration of Special Circumstances	Miramar	FA-PJ-MR	3	Fin. Aid	4 yrs.	FA Off.
Promissory Note (Ray. R. Farmer Memorial Fund)	Miramar	FA- PNFARMER- MR	3	Fin. Aid	until paid	FA Off.
Proof of Citizenship	various		3	Fin. Aid	4 yrs.	Folder
Rights and Responsibilities Summary Checklist	Fed.		3	Fin. Aid	4 yrs.	FA Off.
Selective Service Notification	Fed.		3	Fin. Aid	4 yrs.	Folder
Social Security Card	Fed.		3	Fin. Aid	4 yrs.	Folder
Student's (Spouse) Income Certification-Mesa, Miramar	State	210/SSIC	3	Fin. Aid	4 yrs.	FA Off.
Terms of Agreement	City	FA-TERMS-C	3	FAO Staff	4 yrs.	Fin. Aid
Terms of Agreement	Mesa	FA-TERMS- M	3	FAO Staff	4 yrs.	Fin. Aid
Terms of Agreement	Miramar	FA-TERMS- MR	3	FAO Staff	4 yrs.	Fin. Aid
Verification of Ward of the Court			3	Fin. Aid	4 yrs.	Folder
Verification Worksheet- Dependent Student	Fed./State	1840- 0132/210DS VW	3	FAO Staff	4 yrs.	Fin. Aid
Verification Worksheet- Independent Student	Fed./State	1840- 0132/210ISV W	3	FAO Staff	4 yrs.	Fin. Aid

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**INTERNATIONAL STUDENT OFFICE – CITY COLLEGE**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Application Check-off List	ISO		3	ISO	4 yrs.	Student Folder
Certificate of Eligibility for Nonimmigrant (F-1) Student	ISO	I-20	3	ISO	4 yrs.	Student Folder
International Student (F-1) Application	ISO		3	ISO	4 yrs.	Student Folder
Test of English as a Foreign Language	ISO	TOEFL	3	ISO	4 yrs.	Student Folder
Confidential Financial Statement	ISO		3	ISO	4 yrs.	Student Folder
Emergency Assistance Information	ISO		3	ISO	4 yrs.	Student Folder
Health Examination Report	ISO		3	ISO	4 yrs.	Student Folder
Transfer Clearance Verification	ISO		3	ISO	4 yrs.	Student Folder
Concurrent and limited Enrollment	ISO		3	ISO	4 yrs.	Student Folder
Travel Signature Request	ISO		3	ISO	4 yrs.	Student Folder
Change of Status/Reinstatement	ISO		3	Immigration	4 yrs.	Student Folder
Practical training	ISO		3	ISO & Immigration	4 yrs.	Student Folder
TOFEL – Sent by prospective student (Never Applied)	ISO		3	ISO	4 yrs.	Student Folder
International Student (F1) Application	ISO		3	ISO	4 yrs.	Student Folder

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**INTERNATIONAL STUDENT OFFICE - MESA COLLEGE**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Application Check-off List	Admissions		1	ISO	Permanent	Student Folder
Certificate of Eligibility for Nonimmigrant (F-1) Student	Admissions	I-20	1	ISO	Permanent	Student Folder
International Student (F-1) Application	Admissions		1	ISO	Permanent	Student Folder
Test of English as a Foreign Language	Admissions	TOEFL	1	ISO	Permanent	Student Folder
Confidential Financial Statement	Admissions		1	ISO	Permanent	Student Folder
Emergency Assistance Information	Admissions		1	ISO	Permanent	Student Folder
Health Examination Report	Admissions		1	ISO	Permanent	Student Folder
Transfer Clearance Verification	Admissions		1	ISO	Permanent	Student Folder
Concurrent and limited Enrollment	Admissions		1	ISO	Permanent	Student Folder
Travel Signature Request	Admissions		1	ISO	Permanent	Student Folder
Change of Status/Reinstatement	Admissions		1	Immigration	Permanent	Student Folder
Practical training	Admissions		1	ISO & Immigration	Permanent	Student Folder
TOFEL – Sent by prospective student (Never Applied)	Admissions		1	ISO	Permanent	Student Folder
International Student (F1) Application	Admissions		1	ISO	Permanent	Student Folder

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**INTERNATIONAL STUDENT OFFICE - MIRAMAR COLLEGE**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Application Check-off List	ISO		1	ISO	Permanent	Student Folder
Certificate of Eligibility for Nonimmigrant (F-1) Student (copies of all I-20's issued)	ISO	I-20	1	ISO	Permanent	Student Folder
International Student (F-1) Application <ul style="list-style-type: none"> <li>• Biographical Information</li> <li>• Financial Resources Statement and documents</li> <li>• Sponsor Statement</li> <li>• TOEFL Verification &amp; English Proficiency Statement</li> <li>• TOEFL Exam Score</li> <li>• Release of Information Authorization</li> <li>• Academic Achievement &amp; Transcripts</li> <li>• Health Report</li> <li>• International Student Agreement</li> <li>• Transfer School Information</li> </ul>	ISO	TOEFL	1	ISO for all	Permanent	Student Folder
Change of Status/Reinstatement	ISO		1	Immigration	Permanent	Student Folder
Optional Practical Training Request Form	ISO		1	ISO & Immigration	Permanent	Student Folder
TOFEL – Sent by prospective student (Never Applied)	ISO		3	ISO	Disposable	TOEFL Folder
SEVIS Release Form	ISO		1	ISO	Permanent	Student Folder

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**STUDENT AFFAIRS - CITY COLLEGE  
Student Discipline Records**

<b>Name of Document or Form</b>	<b>Disciplinary Action Level</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Deferment Application/Contract		SS-DFRAPPFR M-Rev 10/12	3	Student Affairs Staff	5 years from date signed on form	Student Affairs
Removal Forms/Email	5		1	Student Affairs Staff/ Disciplinary Officer	Permanent	Student Affairs
All Formal Sanctions	4		1	Student Affairs Staff/ Disciplinary Officer	Permanent	Student Affairs
Faculty Sanction – Academic	4		1	Student Affairs Staff/ Disciplinary Officer	Permanent	Student Affairs
Disciplinary File			1		Permanent	Student Affairs
Expulsion	1		1		Permanent	Student Affairs

Disciplinary Action Levels:

Level 1 = Permanent

Level 2 = 10 Years

Level 3 = 5 Years

Level 4 = 3 years after completion of sanctions

Level 5 = 1 year after completion of sanctions

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**STUDENT AFFAIRS – MESA COLLEGE  
Student Discipline Records**

Name of Document or Form	Disciplinary Action Level	Document I.D.	Class Code	Used by	Retention Period	Where Retained
Deferment Application/Contract		SS-DFRAPPFR M-Rev 10/12	3	Student Affairs Staff	3 years after completion of deferment*	Student Affairs
Removal Forms/Email	5		NC	Student Affairs Staff/ Disciplinary Officer	1 year after completion of sanctions	Student Affairs
All Formal Sanctions	4		NC	Student Affairs Staff/ Disciplinary Officer	3 years after completion of sanctions	Student Affairs
Faculty Sanction – Academic	4		NC	Student Affairs Staff/ Disciplinary Officer	3 years after completion of sanctions	Student Affairs
Expulsion	1		1	Student Affairs Staff/ Disciplinary Officer	Permanent	Student Affairs
Suspension	2 or 3		3	Student Affairs Staff/ Disciplinary Officer	5 or 10 years after end of suspension	Student Affairs
*If still active, retain						

Disciplinary Action Levels:

- Level 1 = Permanent
- Level 2 = 10 Years
- Level 3 = 5 Years
- Level 4 = 3 years after completion of sanctions
- Level 5 = 1 year after completion of sanctions

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**STUDENT AFFAIRS – MIRAMAR COLLEGE  
Student Discipline Records**

<b>Name of Document or Form</b>	<b>Disciplinary Action Level</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Deferment Application/Contract		SS-DFRAPPFR M-Rev 10/12	3	Student Affairs	3 years after completion of deferment*	Student Affairs
Removal Forms/Email	5		NC	Student Affairs	5-10 years	Student Affairs
All Formal Sanctions	4		NC	Student Affairs	5-10 years	Student Affairs
Faculty Sanction – Academic	4		NC	Student Affairs	5-10 years	Student Affairs
Disciplinary File			1	Student Affairs	Permanent	Student Affairs
Expulsion	1		1	Student Affairs	Permanent	Student Affairs
Suspension	2 or 3		3	Student Affairs	5 or 10 years after end of suspension	Student Affairs

\*If still active, retain

Disciplinary Action Levels:

- Level 1 = Permanent
- Level 2 = 10 Years
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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**STUDENT SERVICES – DISTRICT OFFICE**

<b>Name of Document or Form</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Accelerated English/Math Skill Level Assignment	SS-ACENGMATH-9/2010	3	Admission	3 yrs.	Dist. SS
Active Military Duty Certification	SS-MILITARYCERT-6/2014	1	Admission	Permanent	Admission
Administrative Drop	SS-ADMDRP-4/2015	3	VP-SS Admission	3 yrs.	Dist. SS
Application for Admission	SS -1/26/2015	1	Admission	Permanent	Dist. SS
Application for Credit by Examination	SS-APCRDEXM-2/2015	3	Evaluation	3 yrs.	Dist. SS
Application for Credit by Examination for Course not on Approved List	SS-APCRDTNOTAPPVD-02/2013	3	Evaluation	3 yrs.	Dist. SS
Application for Independent Study	SS-AFIS-Rev 12/2012	1	Instruction	Permanent	Dist. SS
Assignment of Incomplete	SS-ASGNINCOMP-3/2015	1	Instruction	Permanent	Dist. SS
CA Nonresident Tuition Exemption Request Affidavit for Eligible Veterans	SS-AFDVTVETS-5/2015	1	Admission	Permanent	Dist. SS
Change of Course Level within a Discipline or Section	SS-CRSCHG-6/2013	3	Instruction	3 yrs.	Dist. SS
CA Nonresident Tuition Exemption Request for Eligible CA HS Graduates	SS-AB540-11/2015	1	Admission	Permanent	Dist. SS
Change of Degree Declaration	SS-DEGCHG-2/2013	3	Financial Aid	3 yrs.	Dist. SS
Change of HS Graduation Information from a Foreign Country	SS-HSGRADFOREIGN-3/2013	3	Admission	3 yrs.	Dist. SS
Change of HS Graduation Status	SS-HSGRAD-1/2012	3	Admission	3 yrs.	Dist. SS
Class Adjustment Form	SS-VETSCLA-2012	3	Veterans	3 yrs.	Admission
Conference/Travel Student Contract of Understanding	SS-CNFRNCTRVKCNTRC T-1/2015	3	Instruction	3 yrs.	Instruction
Consent to Release Confidential Student Information by Faculty	SS-CRSERFAC-1/2015	3	Instruction	3 yrs.	Dist. SS
Consent to Release Student Educational Records	SS-CRSER-1/15	3	Admission/Records	3 yrs.	Dist. SS

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**STUDENT SERVICES – DISTRICT OFFICE**

<b>Name of Document or Form</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Counselor Assessed Skill Levels	SS-CNSLRADSIKLVLS-3/2014	3	Counseling	3 yrs.	Counseling
Deferment Application/Contract	SS-DFRAPPFRM-REV 10/2012	3	Accounting	3 yrs. after payment	Accounting
Employee Acknowledgment of Confidentiality of Student Records and Computer Passwords	SS-EMPLYCONF-8/2014	1	SS – District	Permanent	Dist. SS
Faculty Removal of Disruptive Student from Class	SS-RMVLDRSTRPSTDNT-1/2015	1	Instruction	Permanent	Instruction
Foreign Transcript Waiver Agreement	SS-FRNWVR-5/2012	3	Evaluation	3 yrs.	Dist. SS
Grade Assignment/Change Form	SS-GRADEASGN/CHANGE-8/2013	1	Instruction	Permanent	SS–District w/roster
Grade Challenge Petition	SS-gradechlnge-1/2014	3	Instruction	3 yrs.	Dist. SS
Health Fee Waiver Based on Faith Healing	SS-HLTHFEEWAIV-2/2015	3	Admission	3yrs	Admission
Incident Report Form	SS-STDINCDRPRTFORM-1/2015	1	Student Affairs	Permanent	Instruction
Instructor Report of Nonattendance	SS-INSTRPRTNATTD/7/2013	3	Instruction	3 yrs.	Admission
Major Electives	SS-MJRELCTVS-3/2015	3	Evaluation	3 yrs.	Dist. SS
Mandated Training Course Repetition	SS-MAND	3	Admission	3 yrs.	Dist. SS
Minor (Under 18) Student Travel Permission/Release/Waiver	3125 SS-MINORRLSE 08/2013	3	Instruction	3 yrs.	Instruction
Official Grade and Attendance Roster	OGAR	1	Instruction/Admission	Permanent	Dist. SS
Minor's Authorization Consent Form For Medical Treatment	SS-MNRAUTHMEDICAL-04/2013	3	Health Services	3 yrs.	Student Chart
Permanent Record/Cumulative Totals Correction	SS-PRMNTRCRD-01/2014	3	Evaluation	3 yrs.	Dist. SS
Petition for Academic Renewal by Course Repetition	SS-PTARREP-01/2016	3	Evaluation	3 yrs.	Dist. SS

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**STUDENT SERVICES – DISTRICT OFFICE**

<b>Name of Document or Form</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Petition for Academic Renewal Without Course Repetition	SS-ACDRLWRSRPT-6/2016	3	Evaluation	3 yrs.	Dist. SS
Petition for Certificate of Performance	SS-PETCRTPRFM-REV 1/2015	3	Campus Evaluation	3 yrs.	Dist. SS
Petition for Graduation	SS-PGRAD-8/2015	3	Evaluation	3 yrs.	Dist. SS
Petition for Graduation (Returned)	SS-PTRGRDRTND-4/2012	3	Evaluation	3 yrs.	Evaluation
Petition for Pass/No Pass Option	SS-P/NPOPTN-4/2015	3	Admission	3 yrs.	Admission
Petition for Modification of Graduation Requirements	SS-PETMOD-4/2012	3	Evaluation	3 yrs.	Dist. SS
Petition for Enrolment Priority Appeal and/or Loss of BOGW	SS-PETENRPTY-6/2016	3	SS – VP Matriculation	3 yrs.	Dist. SS
Petition for Schedule Adjustment after Deadline	SS-SCHADJ-11/2012	3	Admission	3 yrs.	Admission
Petition to Challenge	SS-PETCHLG-3/2012	3	Instruction	3 yrs.	Dist. SS
Previous College Transcript Request	SS—3/2006/Public Information	3	Admission	None	N/A
Primary School Letter – VA	SS-VAPRNTSCHLLTR-2012	3	Veterans	3 yrs.	Veterans
Processing Fees for Credit By Examination	SS-FEESNONTRAD-4/2012	3	Evaluation	3 yrs.	Accounting
Processing Fees for Reissuing Diplomas	SS-REISSUEDEG-3/2011	3	Evaluation	3 yrs.	Evaluation
Proof of Prerequisite/Co-requisite	SS-PROOFPREREQ/COR EQ-3-2014	3	Admission/Counseling	3 yrs.	Admission
Registration Worksheet	SS-REGWKSHT-4/2015	3	Admission	3 yrs.	Admission
Request for Certification	SS-RQSTFORCERT-4/2012	3	Evaluation	3 yrs.	Evaluation
Request for Change of SS#, Name, Date of Birth, Address	SS-SSNMCHG-11/2012	3	Admission	3 yrs.	Student File
Request for Foreign Transcript Credits	SS-PTFRGNTSCRPTFRM-4/2013	3	Evaluation	3 yrs.	Dist. SS

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**STUDENT SERVICES – DISTRICT OFFICE**

<b>Name of Document or Form</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Request for Military Credit Adjustment	SS-RQSTRMVTRSCPT-8/2013	3	Evaluation	3 yrs.	Evaluation
Request for Transcript	SS-RQSTFORTRNCSPT2/2014	3	Dist. – SS	3 yrs.	Dist. SS
Request for Transcript Evaluation	SS-RQSTTREVAL-1/2015	3	Evaluation	3 yrs.	Evaluation
Request to Remove Transcript Credit From a Foreign Institution	SS-RQSTMVTRSCPRESI SED-12/2013	3	Evaluation	3 yrs.	Dist. SS
Request/Authorization to Conduct Off Campus Student Activity	SS_RQOFCACT3120.2-8/2013	3	Instruction	3 yrs.	Instruction
Resident Determination Appeal	SS-RSDAPPL-1/2012	3	Admission	3 yrs.	Admission
Semester Worksheet (Veterans)	SS-VA/SMSTRWS-2013	3	Veterans	3 yrs.	Veterans
Social Security Number Acknowledgement Form	SS-SS#ACKNLGMNT-11/2013	3	SS – District	3 yrs.	Dist. SS
Statement of Student Grievance	SS-STMNTGRV-9/2014	3	Student Affairs	3 yrs.	Various/ Dist. SS
Student Academic Contract	SS-STUACDCONT-3/2015	3	Counseling	3 yrs.	Dist. SS
Student Grievance Hearing Request	SS-HRGRQST-8/2011	3	District	3 yrs.	Dist. SS
Student Petition	SS-STPET-4/2012	3	Various	3 yrs.	Various
Student Travel Medical Consent Form	SS-STDRVLMEDCNST-8/2013	3	Student Affairs	3 yrs.	Instruction
Student Travel Permission/Release/Waiver	SS-3125.2-TRVALWAVER-8/2013	3	Student Affairs	3 yrs.	Instruction
Student Waiver of Right of Disciplinary Board Hearing	SS-SWVBRDHG-7/2012	1	SS – District	Permanent	Dist. SS
Supplemental Application & Certification of Special Part-Time Joint High School Diploma Student	SS-JNTDIP-12/2009	3	Admission	3 yrs.	Dist. SS

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**STUDENT SERVICES – DISTRICT OFFICE**

<b>Name of Document or Form</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Supplemental Application & Certification of Special Part-Time High School Student	SS-PTHS-4/2016	3	Admission	3 yrs.	Dist. SS
Supplemental Application for Admission to the Baccalaureate Program in Health Information Management	SS-HIMSUPAPP-MAR 2016	3	Instruction/ Dept.	3 yrs.	Instruction
Verification of a Substandard Grade	SS-VERFSUBGRADE 3/2011	3	Instruction	3	Dist. SS
Veteran Ch. 33 Nonresident Defer. App.	SS-DFRVACH-6/2010	3	Accounting	3	Veterans
'W' Intervention Waiver	SS-WWAIV-6/2010	3	Admissions	3	Dist. SS

NC: not classified  
 1 = permanent record  
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 3 = disposable record

**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**STUDENT SERVICES – DISTRICT OFFICE  
Other Documents**

<b>Name of Document or Form</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Subpoenas	N/A	3	Dist. SS	3 yrs.	Dist. SS
Disciplinary Tapes	N/A	1	Dist. SS	3 yrs.	Dist. SS
Student Grades and Attendance Record	N/A	1	Dist. SS	3 yrs.	Dist. SS
State FTES Reports	N/A	3	R & P	10 yrs.	R & P

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**VETERANS OFFICE - CITY COLLEGE**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Application and Enrollment Certification for Individual Tutorial	VA	22-1990t	3	VA Staff	3 yrs.	VA
Enrollment Certification (V.A. form)	VA	22-1999	3	VA Staff	3 yrs.	VA
Notice of Change in Student Status (V.A. form)	VA	22-1999b	3	VA Staff	3 yrs.	VA
Request for Change of Program or Place of Training (V.A. form)	VA	22-1995	3	VA Staff	3 yrs.	VA
Request for Change of Program or Place of Training Survivors' and Dependents	VA	22-5495	3	VA Staff	3 yrs.	VA
Semester Grades Report	VA	1999B	3	VA Staff	3 yrs.	VA

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**VETERANS OFFICE - MESA COLLEGE**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Application and Enrollment Certification for Individual Tutorial	VA	22-1990t	3	VA Staff	3 yrs.	VA
Chapter 106 (Reserves) Checklist 1606/1607 Checklist	VA	cklist/chap106	3	VA Office	5 yrs.	VA
Chapter 30(New G.I. Bill) Checklist	VA	checklist/ch.30	3	VA Office	5 yrs.	VA
Chapter 31 (Vocational Rehab) Checklist	VA	checklist/ch.31	3	VA Office	5 yrs.	VA
Chapter 35 (Dependents) Checklist	VA	checklist/ch.35	3	VA Office	5 yrs.	VA
Enrollment Certification (V.A. form)	VA	22-1999	3	VA Staff	3 yrs.	VA
Notice of Change in Student Status (V.A. form)	VA	22-1999b	3	VA Staff	3 yrs.	VA
Program Change Report - Add/Drop Form	VA		3	VA Staff	3 yrs.	VA
Program Change Report	VA	annie/change 17.7.95	3	VA Office	3 yrs.	VA
Request for Change of Program or Place of Training (V.A. form)	VA	22-1995	3	VA Staff	3 yrs.	VA
Request for Change of Program or Place of Training Survivors' and	VA	22-5495	3	VA Staff	3 yrs.	VA
Untitled form (semester sign-in sheet?) Miramar vet. Schedule	Each Campus		3	VA Staff	3 yrs.	VA
Chapter 33 Check List			3	VA Staff	3 yrs.	VA
VRAP Checklist			3	VA Office	3 yrs.	VA

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**DISTRICTWIDE STUDENT SERVICES FORM  
2016-2017**

**VETERANS OFFICE - MIRAMAR COLLEGE**

<b>Name of Document or Form</b>	<b>Responsible Office</b>	<b>Document I.D.</b>	<b>Class Code</b>	<b>Used by</b>	<b>Retention Period</b>	<b>Where Retained</b>
Application and Enrollment Certification for Individual Tutorial	VA	22-1990t	3	VA Office	3 yrs.	VA
Enrollment Certification (V.A. form)	VA	22-1999	3	VA Office	3 yrs.	VA
Notice of Change in Student Status (V.A. form)	VA	22-1999b	3	VA Office	3 yrs.	VA
Class Adjustment Form(Add/Drop)	VA	N/A	3	VA Office	3 yrs.	VA
Program Change Report	VA	N/A	3	VA Office	3 yrs.	VA
Request for Change of Program or Place of Training (V.A. form)	VA	22-1995	3	VA Office	3 yrs.	VA
Request for Change of Program or Place of Training Survivors'	VA	22-5495 – CHAP 35	3	VA Office	3 yrs.	VA
Veterans Handbook	Each Campus	N/A	3	VA Office	N/A	Student
Semester Work Sheet	VA	N/A	3	VA Office	3 yrs.	VA
Sheriff Academy Worksheet	VA	N/A	3	VA Office	3 yrs.	VA
Police Academy Worksheet	VA	N/A	3	VA Office	3 yrs.	VA
Parent School Letters	VA	N/A	3	VA Office	3 yrs.	VA
Statement of Understanding	VA	N/A	3	VA Office	3 yrs.	VA
Transcript(s)/Assessment Scores	VA	N/A	3	VA Office	3 yrs.	VA

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