

Iowa School Health Records Student Cumulative Record Retention

Health records are a part of the school cumulative record, the working record used by school staff in understanding the student. The definition of the cumulative record is a continuous and current record of significant information on progress and growth. These records may be in various school locations. Examples of some components of the cumulative school record are school attendance, physical record, and health record¹.

The first consideration is to follow the district cumulative record retention policy and administrative guide. Further considerations for the retention of the cumulative school health record include:

Maintain

- Immunization records, three years, or provide the immunization record to student at graduation with a letter stating the record importance and to keep the record permanently²,
- Special education records, five years after exit from special education and parent permission³,
- Medicaid billing and documentation, for a minimum of five years from the date when a claim for the service was submitted to the medical assistance program for payment⁴,
- Records two years beyond the graduation date or time student would have graduated,
- Copies of cumulative records when student transfers to another school, send originals, and
- Copies of any records needed to protect from any potential future and former student claims⁵.

Note: District procedure may include a cumulative record review when records are transferred from one level to the next (such as elementary to secondary) and discarding information not needed to understand the student at the next level.

Another source of health information is the Iowa Electronic Student Record. The record contains CPR (yes, no, exempt) and a health information data element (alerting receiver to student health needs). The purpose of the record is to provide adequate information for immediate appropriate placement when a P-12 student leaves one Iowa school district and transfers to another. The health information data element is intended to notify a school nurse where a student transfers to contact the previous school nurse for further information. The health information might be medication administration, allergy, special health service, and others.

References

1. Iowa Administrative Code (IAC) 281 IAC 12.3(4)
2. Iowa Administrative Code 641 IAC 7.8(1)*b*
3. Iowa Administrative Code 281 IAC 41.624(1-3)
4. Iowa Administrative Code 441 IAC 9.3(3)
5. Student Records
http://educateiowa.gov/index.php?option=com_content&view=article&id=1160:student-records&catid=411:legal-lessons
6. Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g and CFR Part 99
http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+20USC1232g
and <http://www2.ed.gov/policy/gen/reg/ferpa/index.html>