

Child Welfare and Attendance

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
	1	Affidavit for Proof of Age of Minor	Permanent	Permanent	With "Cum" File	4 Years	Permanent
	1	Amnesty Education Audit Report	Permanent	Permanent		4 Years	Permanent
CDE Annual, J-22-A	1	Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
CDE Annual, J-22-A	1	Annual Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
CDE Annual, J-18/19-C-A (J-19-A) Supplement (County)	1	Annual Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs	Permanent	Permanent		4 Years	Permanent
CDE Annual, J-18/19-A (1-19-A)	1	Annual Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
CDE Annual, J-18/19-A (J-19-A) Supplement	1	Annual Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
CDE Annual, J-18/19-A (J-19E-A).	1	Annual Report of Attendance for Jr. High School Grades 7 and 8 only	Permanent	Permanent		4 Years	Permanent
CDE Annual, J-18/19-A (J-18-A)	1	Annual Report of Attendance for Kindergarten and Elementary Pupils Residing in the District	Permanent	Permanent		4 Years	Permanent
CDE Annual, J-18/19-A (J-18-A) Supplement	1	Annual Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
CDE Annual, J-22-A	1	Annual Report of Attendance for Special Programs	Permanent	Permanent		4 Years	Permanent
CDE Annual, J-18/19-A	1	Annual Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
CDE Annual, J-18/19-A Supplement	1	Annual Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent

Child Welfare and Attendance

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
J-18/19-C-A (J-19-A) Supplement (County)	1	Annual Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs	Permanent	Permanent		4 Years	Permanent
CD-9502	1	Attendance and Fiscal Report for Alternative Payment and Child Protective Service Program	Permanent	Permanent		4 Years	Permanent
CD-9501	1	Attendance and Fiscal Report for Child Care and	Permanent	Permanent		4 Years	Permanent
CD-9500	1	Attendance and Fiscal Report for Child Development Program	Permanent	Permanent		4 Year	Permanent
CD-9501	1	Attendance and Fiscal Report for County Welfare Departments	Permanent	Permanent		4 Years	Permanent
CD-9516	1	Attendance and Fiscal Report for School-age Community Child Care Program	Permanent	Permanent		4 Years	Permanent
CD-9507	1	Attendance and Fiscal Report for School-age Community Child Development Programs Alternative Payment	Permanent	Permanent		4 Years	Permanent
CD-6507	1	Attendance and Fiscal Report for School-age Parenting and Infant Development Program	Permanent	Permanent		4 Years	Permanent
CD-1400	1	Attendance and Fiscal Report for Special Programs for the Severely Handicapped	Permanent	Permanent		4 Years	Permanent
CD-8501	1	Attendance and Fiscal Reports for State Preschool Program	Permanent	Permanent		4 Years	Permanent
CD-2504	1	Attendance and Service Data Report for Resource and Referral Program	Permanent	Permanent		4 Years	Permanent
	(a)	CBEDS Forms/Reports • County/District Information Form • School Information Form • All Standard CBEDS Output Reports	(a)	1 Year	Maintain for Reference Purposes for Fiscal Accountability	--	--
J-67	1	Certification of Total Income, Attendance and Transportation for Development Centers for Handicapped Pupils	Permanent	Permanent		4 Years	Permanent

Child Welfare and Attendance

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
J-27/28-A (J-27-A) (J-28-A)	1	County Superintendent's Report of Schools and Classes Maintained: Annual Report for Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
CDE P1, J-27/28-P1 (J-27-P1) (J-28-P1)	1	County Superintendent's Report of Schools and Classes Maintained: First Period Report for Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
CDE P2, J-27-P2 (County)	1	County Superintendent's Report of Schools and Classes Maintained on a County-wide Basis: Second Period Report for Elementary School Attendance	Permanent	Permanent		4 Years	Permanent
CDE P2, J-27/28-P2 (J-27-P2)	1	County Superintendent's Report of Schools and Classes Maintained: Second Period Report for Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
CDE P1, J-27/28	1	Days of Attendance and ADA (Report by Elementary and Secondary)	Permanent	Permanent		4 Years	Permanent
	(a)	Declaration of Residency and Responsibility	(a)	1 Year	Internal Working Papers	--	--
CD-9400	1	Enrollment and Attendance Register for Child Care and Development	Permanent	Permanent		4 Years	Permanent
CD-8200	1	Enrollment and Attendance Register for State Preschool Program	Permanent	Permanent		4 Years	Permanent
	3	Exemption from Compulsory Public School Attendance	3 Years	4 Years	Fiscal Accountability	--	--
J-18/19-A (1-19-A) Addendum	1	Final Report of Adult Education ADA	Permanent	Permanent		4 Years	Permanent
CDE P1, J-22- P1	1	First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
CDE P1, J-22- P1	1	First Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
CDE P1, J-22- P1	1	First Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
CDE P1, J-18/19-C-P1 (J-19-P1) Supplement (County)	1	First Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent

Child Welfare and Attendance

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
CDE P1, J-18/19-P1 (J-19-P1)	1	First Period Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
CDE P1, J-18/19-P1 (J-19-P1) Supplement	1	First Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged.	Permanent	Permanent		4 Years	Permanent
CDE P1, J-18/19-P1 (J-19E-P1)	1	First Period Report of Attendance for Jr. High School Grades 7 and 8 Only	Permanent	Permanent		4 Years	Permanent
CDE P1, J-18/19-P1 (J-18-P1)	1	First Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District	Permanent	Permanent		4 Years	Permanent
CDE P1, J-18/19-P1 (J-18-P1) Supplement	1	First Period Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
CDE P1, J-18/19-P1	1	First Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
CDE P1, J-18/19-P1 Supplement	1	First Period Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
CDE P1, J-18/19-C-P7 (J-18-P1) Supplement (County)	1	First Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
	3	Input for Computer/Attendance Information	3 Years	4 Years	Fiscal Accountability	--	--
CD-9500-A	1	Migrant Specialized Services - Attendance and Fiscal Report for Child Development Program	Permanent	Permanent		4 Years	Permanent
	(a)	Mistreatment of Minor Report	(a)	1 Year	Information	--	--
	3	Notes from Parents (Including Absence Notices)	3 Years	4 Years	Fiscal Accountability	--	--
	3	Notice of Student Suspension	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Notice to Parent from SARB	Permanent	Permanent	With "Cum" File	4 Years	Permanent

Child Welfare and Attendance

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
	3	Notification to Parent Regarding Ed. Code 48200- Absence from School	3 Years	4 Years	Timing/Fiscal year	--	--
	(a)	Notification to Remove Pupil from School Premises During School Hours by Peace Officer	(a)	1 Year	Legal Purposes	--	--
B1-4	(a)	Permit to Employ and Work	(a)	(a)	Most Current	--	--
J-65	1	Report of Attendance for Development Centers for the Handicapped	Permanent	Permanent		4 Years	Permanent
J-35	1	Report of Necessary Small High School	Permanent	Permanent		4 Years	Permanent
J-20-P1	1	Report of Necessary Small Schools	Permanent	Permanent		4 Years	Permanent
J-20-P2	1	Report of Necessary Small Schools	Permanent	Permanent		4 Years	Permanent
J-7	1	Report of Regular Day Classes and Enrollment of Kindergarten and Elementary Grades	Permanent	Permanent		4 Years	Permanent
J-7CSR	1	Report of Enrollment For Kindergarten and Grades One through Three for School Districts and Charter Schools Participating in the K-3, Class Size Reduction Program	Permanent	Permanent		4 Years	Permanent
J-18.1	1	Report of Small Elementary Schools	Permanent	Permanent		4 Years	Permanent
CD-2707/J-13	1	Request for Allowance of Attendance Because of Emergency Conditions	Permanent	Permanent		4 Years	Permanent
	(a)	Request for Home Calls	(a)	1 Year	Fiscal Accountability	--	--
202-019	3	Request for Letter, Office Conference or Complaint in Cases Involving Violations of Specified Ed. Code Section	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Request for School Attendance	Permanent	Permanent		4 Years	Permanent
B1-1 CSDE	(a)	Request for Work Permit and Statement of intent to Employ Minor	(a)	(a)	Most Current	--	--
	1	SARB Information Form	Permanent	Permanent		4 Years	Permanent
	1	School ADA Report	Permanent	Permanent		4 Years	Permanent
CD-6507	1	School-age Parenting and Infant Development Program Report of Attendance, Income and Expenditures	Permanent	Permanent		4 Years	Permanent
CDE P2, J-73-T	1	Second Period Attendance Reporting - Special Education	Permanent	Permanent		4 Years	Permanent

Child Welfare and Attendance

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
CDE P2, J-22- P2	1	Second Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
CDE P2, J-22- P2	1	Second Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
CDE P2, J-22- P2	1	Second Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
CDE P2, J-18/19-C-P2 (J-19-P2) Supplement (County)	1	Second Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
CDE P2, J-18/19-P2 Supplement	1	Second Period Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
CDE P2, J-18/19-P2 Supplement	1	Second Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
CDE P2, J-18/19-P2 Supplement	1	Second Period Report of Attendance for Jr. High School Grades 7 and 8 Only	Permanent	Permanent		4 Years	Permanent
CDE P2, J-18/19-P2 (J-18- P2)	1	Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District	Permanent	Permanent		4 Years	Permanent
CDE P2, J-18/19-P2 (J-18-P2) Supplement	1	Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
CDE P2, J-18/19-P2	1	Second Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
CDE P2, J-18/19-P2 Supplement	1	Second Period Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
CDE P2, J-18/19-C-P2 (J-18-P2) Supplement (County)	1	Second Period Report of Elementary Attendance for County Superintendent of Schools for Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-32	3	State School Register	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Student Misconduct Statement	3 Years	4 Years	Fiscal Accountability	--	--

Child Welfare and Attendance

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
J-22-A Supplement	1	Supplement to Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
CDE P1, J-22- P1 Supplement	1	Supplement to First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
CDE P2, J-22- P2 Supplement	1	Supplement to Second Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
	2	Survey of Neglected and Delinquent Children	4 Years	4 Years		--	--

Class 1: Permanent Records

Class 2: Optional Records

Class 3: Disposable Records

(--) Feasibility to Microfilm at District Discretion

(a) - No Legal Requirements

