

255-PUBLIC INSTRUCTION

| RDA # | RDA Title | Retention | Disposition | PII |
|------------------|--|---------------|-------------|----------|
| <u>00019000.</u> | <u>CORRESPONDENCE OF THE DEPUTY STATE SUPERINTENDENT</u> | <u>CR+15</u> | <u>SHSW</u> | <u>Y</u> |
| | <p>THESE FILES CONTAIN GENERAL CORRESPONDENCE OF THE DEPUTY STATE SUPERINTENDENT OF PUBLIC INSTRUCTION. THIS INCLUDES CORRESPONDENCE TO THE U.S. DEPARTMENT OF EDUCATION, AS WELL AS STATE AND FEDERAL CORRESPONDENCE, LEGISLATIVE AND CONGRESSIONAL, LOCAL EDUCATION AGENCIES (LEAS), CHIEF COUNCIL OF STATE SCHOOL OFFICERS (CCSSO), COOPERATIVE EDUCATIONAL SERVICE AGENCY (CESA), EDUCATION ORGANIZATIONS AND ASSOCIATIONS AND INTERAGENCY AND CONSTITUENT CORRESPONDENCE.</p> <p>RETENTION: CR + 15 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)</p> | | | |
| <u>00021000.</u> | <u>GENERAL CORRESPONDENCE OF THE STATE SUPERINTENDENT</u> | <u>CR+15</u> | <u>SHSW</u> | <u>Y</u> |
| | <p>THESE FILES CONTAIN CORRESPONDENCE ORIGINATED IN THE OFFICE OF THE STATE SUPERINTENDENT. THIS INCLUDES CORRESPONDENCE TO THE U.S. DEPARTMENT OF EDUCATION, AS WELL AS STATE AND FEDERAL CORRESPONDENCE, LEGISLATIVE AND CONGRESSIONAL, LOCAL EDUCATION AGENCIES (LEAS), UW-REGENT, COUNCIL OF CHIEF STATE SCHOOL OFFICERS (CCSSO), COOPERATIVE EDUCATIONAL SERVICE AGENCY (CESA), EDUCATION ORGANIZATIONS AND ASSOCIATIONS, INTERAGENCY AND INTRAGENCY, AND CONSTITUENT CORRESPONDENCE.</p> <p>CR + 15 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)</p> | | | |
| <u>00256000.</u> | <u>SCHOOL AND DISTRICT REPORT CARDS DOWNLOAD FILES</u> | <u>EVT+10</u> | <u>SHSW</u> | <u>N</u> |
| | <p>This new RDA is necessary to facilitate the transfer of data records to WHS that are produced in conjunction with the publication of School and District Report Cards.</p> <p>Wis. Stat. § 115.385 requires the production of accountability reports referred to by DPI as the School and District Report Cards. They report on the performance of schools and districts serving students supported through public funds, whether in traditional public schools, charter schools, or private schools that participate in the Private Choice Program. Metrics reported on include mathematics and English language arts proficiency rates, graduation, dropouts, attendance, and absenteeism. These various facets of school performance are combined to produce an overall report card score and rating.</p> <p>The records are data accessed through download files that summarize the score information for all schools and districts that received a report card in a given year. Each school or district entry in the download files contains the scores for each of the major topics on the report card (referred to as Priority Areas), the overall score and rating, and demographic and school characteristic information.</p> <p>EVENT = final report cards are distributed + 10 yrs and transferred to state archives WHS</p> | | | |
| <u>00257000.</u> | <u>SCHOOL AND DISTRICT REPORT CARDS ADMINISTRATIVE RECORDS</u> | <u>EVT+5</u> | <u>DEST</u> | <u>Y</u> |
| | <p>This new RDA is necessary to properly dispose of administrative records created in conjunction with the publication of School and District Report Cards.</p> <p>Wis. Stat. § 115.385 requires the production of accountability reports referred to by DPI as the School and District Report Cards. They report on the performance of schools and districts serving students supported through public funds, whether in traditional public schools, charter schools, or private schools that participate in the Private Choice Program. Metrics reported on include mathematics and English language arts proficiency rates, graduation, dropouts, attendance, and absenteeism. These various facets of school performance are combined to produce an overall report card score and rating.</p> <p>Records include administrative files that are created and revised each year to produce the School and District Report Cards. These files include specialized programs written within the R and Microsoft Access environments, and files created in an annual correction process to data used in report cards. The report card production process involves iterative refinements to program scripts and incorporation of data corrections submitted by schools and districts. In order to compare the results of various versions in this iterative process, multiple copies of the R and Access program scripts with their outputs are saved. Files from a data correction process offered to schools and districts are also saved and used in the report card production process. These correction files include data files sent by DPI to schools/districts for review, correspondence with school/district administrators in the process of conducting corrections, corrected data files returned by schools/district, and evidence provided by schools/districts to support corrections.</p> <p>Event = final report cards are distributed + 5 Yrs and destroyed confidentially</p> <p>Confidential under Wis. Stat. § 118.125 and FERPA (Family Educational Rights and Privacy Act).</p> | | | |

Dept #: /002/ Department Name: OFFICE OF LEGAL SERVICES

| RDA # | RDA Title | Retention | Disposition | PII |
|------------------|--|-------------|-------------|----------|
| <u>00001000.</u> | <u>CHAPTER 115 APPEALS</u> | <u>CR+7</u> | <u>SHSW</u> | <u>Y</u> |
| | Files concerning appeals to the state superintendent, under Wis. Stat. § 115.80, regarding parental appeals of decisions relating to special education for the child. Files include the transcript of the local level hearing officer's decision, appeal to the state superintendent, correspondence, briefs, and the decision and order of the state superintendent. | | | |
| | Records are confidential under S.C.R. § 20:1 :6, Wis. Stat. § 118.125 and FERPA. | | | |
| | EVENT = Creation | | | |
| <u>00002000.</u> | <u>INACTIVE COURT / APPEAL CASES / ADMINISTRATION COMPLAINTS</u> | <u>CR+7</u> | <u>SHSW</u> | <u>Y</u> |
| | Cases involving the Dept. of Public Instruction in administrative appeals and court actions generated from personnel matters, unusual hazard transportation appeals, special education appeals, expulsion appeals, Library Services and Construction Act (LSCA) appeals, Title 1 appeals, Parental Choice Program appeals, Open Enrollment appeals, Food and Nutrition program appeals, and any complaint brought against the agency. Files include the complaint, correspondence, briefs, and the decision. | | | |
| | Records are confidential under S.C.R. § 20:1:6, Wis. Stat. § 118.125, FERPA and 42 U.S.C. § 1758(b)(6). | | | |
| | EVENT = Creation | | | |
| <u>00004000.</u> | <u>STATE BOARD FILES AND APPEALS</u> | <u>CR+7</u> | <u>SHSW</u> | <u>Y</u> |
| | School district reorganization appeals made to the School District Boundary Appeal Board Wis. Stat. ch. 117. Files include: local decision, appeal to the School District Boundary Appeal Board, correspondence, exhibits, and the decision and order from the board. Appeals made to the state superintendent before July 1984 were heard by the State Appeal Board. | | | |
| | Inactive court cases regarding school district reorganization plans resulting from state appeal board decisions under Wis. Stat. § 117.03. Files include the local decision, appeal to the state superintendent, correspondence, briefs, order of the state superintendent, appeal to circuit court, and the decision of the circuit court. If appeals are made to the Wisconsin Court of Appeals or the State Supreme Court, the appeals, correspondence, briefs, and decision will also be included in the file. | | | |
| | Records are confidential under S.C.R. § 20:1 :6, Wis. Stat. § 118.125, and FERPA. | | | |
| | EVENT = Creation | | | |
| <u>00066000.</u> | <u>LEGAL CORRESPONDENCE</u> | <u>CR+7</u> | <u>SHSW</u> | <u>Y</u> |
| | All legal correspondence generated from the Dept. of Public Instruction's Office of Legal Counsel. Included within these files are legal documents, decisions regarding school expulsions, licensing, legal briefs, and general correspondence. | | | |
| | Records are confidential under S.C.R. § 20:1:6, Wis. Stat. § 118.125, and FERPA. In addition, some records in this RDA may be subject to the attorney-client privilege. | | | |
| | EVENT = Creation | | | |

Dept #: /100/ Department Name: LIBRARIES AND TECHNOLOGY

| RDA # | RDA Title | Retention | Disposition | PII |
|------------------|--|---------------|-------------|----------|
| <u>00121000.</u> | <u>EDUCATION STATISTICS-PAPER</u> | <u>EVT+2</u> | <u>DEST</u> | <u>Y</u> |
| | INFORMATION KEYED INTO ORACLE TABLES | | | |
| <u>00123000.</u> | <u>SCHOOL PERFORMANCE REPORT</u> | <u>CR+25</u> | <u>SHSW</u> | <u>Y</u> |
| <u>00204000.</u> | <u>MAIL CONTROL REFERRED BY THE GOVERNOR</u> | <u>CR+7</u> | <u>SHSW</u> | <u>N</u> |
| | THESE FILES CONTAIN CLOSED MAIL CONTROL REFERRED TO THE OFFICE OF THE STATE SUPERINTENDENT BY THE GOVERNOR. 1993 - 1999 | | | |
| <u>00250000.</u> | <u>WISCONSIN PUBLIC LIBRARY DIRECTOR CERTIFICATION - GRADE 1</u> | <u>EVT+15</u> | <u>DEST</u> | <u>Y</u> |
| | New RDA is the result of a routine records inventory review. No records from this series have previously been discarded. | | | |

| RDA # | RDA Title | Retention | Disposition | PII |
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|-------|-----------|-----------|-------------|-----|

Administrators of public library systems, county libraries, county library services, and municipal public libraries, except Milwaukee Public Library, must hold a public librarian certification issued by the Dept. of Public Instruction (DPI) as described in Wis. Stat. § 43.09(1) and Wis. Admin. Code PI6.03(2).

These records contain information necessary to validate criteria has been met to receive a Grade 1 public librarian certification from DPI. Criteria include a Master's degree from an American Library Association accredited program and continuing education (CE) requirements. Certifications are valid for 5 years contingent upon fulfilling CE requirements. Temporary certifications are frequently issued throughout a librarian's career to extend the amount of time needed to fulfill CE requirements. (See RDA 00251000 for Temporary license retention/disposition.)

Records include applications containing information about a person's general and library education in the form of transcripts and/or copies of degrees to document educational status. Some of the transcripts contain social security numbers because colleges and universities used the SS# as student ID numbers for many years. There are also completion reports from college library programs as part of the certification process.

EVENT=Certification is lapsed

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|------------------|--|--------------|-------------|----------|
| <u>00251000.</u> | <u>WISCONSIN PUBLIC LIBRARY DIRECTOR CERTIFICATION - GRADES 2, 3, AN</u> | <u>EVT+5</u> | <u>DEST</u> | <u>Y</u> |
|------------------|--|--------------|-------------|----------|

New RDA is the result of a routine records inventory review. No records from this series have previously been discarded.

Administrators of public library systems, county libraries, county library services, and municipal public libraries, except Milwaukee Public Library, must hold a public librarian certification issued by the Dept. of Public Instruction (DPI) as described in Wis. Stat. § 43.09(1) and Wis. Admin. Code PI 6.03(2).

These records contain information necessary to validate criteria has been met to receive a Grade 2, 3 or temporary public librarian certification from DPI. Criteria include completing approved college/university level coursework approved by DPI and fulfilling continuing education (CE) requirements. Certifications vary in the number of years valid as outlined in the Certification Manual for Wisconsin Public Library Directors. Certifications are renewed contingent upon fulfilling CE requirements.

Records include applications containing information about a person's general and library education in the form of transcripts and/or copies of degrees to document educational status. Some of the transcripts contain social security numbers because colleges and universities used the SS# as student ID numbers for many years. There are also completion reports from college library programs as part of the certification process.

EVENT=Expiration of certification

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|------------------|---|--------------|-------------|----------|
| <u>00254000.</u> | <u>PUBLIC LIBRARY SYSTEM REDESIGN PROJECT</u> | <u>EVT+7</u> | <u>SHSW</u> | <u>Y</u> |
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This RDA was developed because of the significant impact the project will have statewide with the way library services are provided.

The Public Library System Redesign project (PLSR) is a community-based project to consider how to best provide public library system services in Wisconsin. The goal of PLSR is to develop a plan for implementation of new models of service. The process, led by a DPI-appointed Steering Committee and coordinated by a contracted project manager, includes various workgroups considering new models for services. The outcome of the process will be recommendations for new models of service and how to implement these new models.

Records in this series include agendas, minutes and attached documentation, member listings, project manager reports, workgroups created to work with the project manager, their final reports, and summaries of meetings. The project charter, operating rules, staff or project manager roles and responsibilities, interim reports, work papers and related presentations, final report and related presentations, work plans, compiled survey results, charts, diagrams, statistics, research materials and other documentation related to the project. In addition, information, notices, agendas, project updates, and other project information.

EVENT = final recommendations approved + 7 YRS then transfer to state archives (WHS)

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|------------------|--|---------------|-------------|----------|
| <u>00259000.</u> | <u>WISCONSIN PUBLIC LIBRARY SYSTEM PLANS</u> | <u>EVT+10</u> | <u>SHSW</u> | <u>N</u> |
|------------------|--|---------------|-------------|----------|

This new RDA is being developed to cover records that have not previously had their own RDA.

Public library systems develop a plan with input from member libraries and submit the plan to the Dept. of Public Instruction (DPI), Division for Libraries and Technology describing the program and budget for library service to be carried out in the subsequent calendar year as required by Wis. Stats. §§ 43.17(5) and 43.24(3).

The plan includes assurances required under Wis. Stat. § 43.24(2) that the public library system is compliant with all statutory requirements and describes the ongoing, new, and priority activities the public library system will engage in to ensure statutory compliance for the subsequent calendar year. The plan details collaborative activities with libraries, public library systems, and other organizations, and an estimated cost benefit that will be realized by each collaborative activity.

Event is when the plan is approved by DPI.

RETENTION = EVT = 3 YEARS

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00130000. **GOALS 2000 EDUCATE AMERICA ACT** **CR+15** **SHSW** **N**

These boxes contain assorted records and End of Year Reports for the federally funded Goals 2000 Educate America Act. Goals 2000 was signed into law by President Clinton on March 31, 1994. The Act provided direct federal support to state and local school improvement efforts. Goals 2000 was established to: encourage each state to develop challenging academic standards for students; provides incentive for schools, communities, and state educational agencies to support their own effective approach to improve student achievement; represents the first federal education act that helps states and communities build on and coordinate their existing reform efforts rather than creating a new discrete program; provides funds to state and school districts for better teacher training and professional development; encourages parents to get more involved in the education of their children and provides flexibility to waive certain regulation to assist in implementation of school improvements.

These records document Wisconsin school district efforts to implement systemic reform via Goals 2000 funding. The program was not reauthorized at the federal level and thus Wisconsin participation was terminated at the end of June 2001 due to the loss of funding.

00132000. **LEARN AND SERVE AMERICA RECORDS** **CR+7** **SHSW** **N**

These files contain information regarding the Learn and Serve America program. Learn and Serve America programs are provided by the Wisconsin Department of Public Instruction (DPI) by a grant from the Corporation for National and Community Service. The purpose of the program is to assist in developing high quality service-learning programs in elementary and secondary schools. Wisconsin schools have embarked on projects that combine community service with classroom learning in a practical way that deepens knowledge and fosters community spirit in young people. Service-learning is an educational method which engages young people in service to their communities as a means of enriching their academic learning, promoting personal growth, and helping to develop the skills needed for productive citizenship. Over the past decade, Wisconsin has gained recognition as a national leader in service learning.

Current Service-Learning Funded Projects include:

- Learn and Serve America Mini-Grant Program. Since 1992, the Wisconsin Department of Public Instruction has received an annual formula grant from the Corporation of National Service to fund service-learning programs. DPI subgrants to the Cooperative Education Service Agencies (CESAs) to manage regional mini-grant programs.
- - Learn and Serve America Digital Divide to Digital Opportunity Grant.

In 2000, the DPI was awarded a three-year \$250,000 grant from the Corporation of National and Community Service to assist local partnerships in the planning, development, and execution of service-learning projects. These records include applications, correspondence, and evaluations from subgrantees.

00205000. **ESEA CONSOLIDATED APPLICATION** **CR+5** **DEST** **N**

ALL LOCAL EDUCATION AGENCIES (LEA'S) ARE TO SUBMIT A SINGLE, CONSOLIDATED APPLICATION FOR ALL ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) FORMULA ENTITLEMENTS, INCLUDING THE FOLLOWING TITLES:

TITLE I, PART A -- IMPROVING BASIC PROGRAMS
 TITLE I, PART C -- MIGRANT
 TITLE I, PART D -- NEGLECTED
 TITLE II, PART A -- TEACHER AND PRINCIPAL TRAINING AND RECRUITING
 TITLE II, PART D, SUBPART 1 -- ENHANCING EDUCATION THROUGH TECHNOLOGY
 TITLE III, PART A, SUBPART 1 -- ENGLISH LANGUAGE ACQUISITION AND LANGUAGE ENHANCEMENT
 TITLE IV, PART A, SUBPART 1 -- SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES
 TITLE V, PART A -- INNOVATIVE PROGRAMS

THE CONSOLIDATED APPLICATION IS IN ITS SIXTH YEAR OF ONLINE SUBMISSION FORMAT. THE NO CHILD LEFT BEHIND ACT OF 2001 PROVIDES FINANCIAL SUPPORT FOR SCHOOLS AND OTHER EDUCATIONAL ORGANIZATIONS THROUGH BOTH FORMULA ALLOCATIONS AND COMPETITIVE GRANTS. THESE FILES CONTAIN BOTH INDIVIDUAL SCHOOL DISTRICT AND CONSORTIUM ESEA CONSOLIDATED APPLICATIONS AND SUPPORTING DOCUMENTATION.

00206000. **MCKINNEY - VENTO HOMELESS ASSISTANCE ACT GRANT FILES** **EVT+5** **SHSW** **N**

The Wisconsin Historical Society continues to request these records be transferred, therefore, we cannot use ADM00013.

The McKinney-Vento Homeless Education Assistance Act was initiated by Congress in 1987. Subtitle VII-B of The McKinney-Vento Homeless Assistance Act authorizes the federal Education for Homeless Children and Youth (EHCY) Program and is the primary piece of federal legislation related to the education of children. and youth experiencing homelessness. Per 42 US Code §§11431-11435, State EHCY Program Coordinators ensure the implementation of the McKinney-Vento Homeless Assistance Act. Homeless children and unaccompanied homeless youth must have equal access to the same free, appropriate public education, including a public preschool education, and other services as provided to other children and youths to ensure that homeless children and youth have an opportunity to meet the same challenging State academic standards to which all students are held.

Records may include grant applications, notifications of award or denial of grant funds, grant monitoring reports and documentation, narrative and financial reports, supporting documentation, and EHCY compliance monitoring reports of Local Educational Agencies (LEAs), including those not receiving EHCY funds.

Event is when the final grant expenditure report is submitted.

RDA # RDA Title Retention Disposition PII

RETENTION = EVT = 5 YEARS

00208000. **SCHOOLS OF RECOGNITION** **CR+5** **DEST** **N**

The records in this series are for the Schools of Recognition program that recognizes and awards Title I schools that have demonstrated success in educating students. To be eligible, schools must receive federal Title I funding to provide services to large numbers, or high percentages of economically disadvantaged children and meet other achievement criteria. This program recognizes and awards Title I schools that have demonstrated success in educating students. Schools of Recognition are announced through agency press releases.

Records in this series include information and documentation used to determine a school's eligibility for being recognized as a School of Recognition.

CR + 5; then destroy

00209000. **MIGRANT EDUCATION PROGRAM FILES & STUDENT RECORDS** **CR+10** **DEST** **Y**

The purposes of the Migrant Education Program under Title I, Part C of the Elementary and Secondary Education Act are as follows : (1) To assist States in supporting high-quality and comprehensive educational programs and services during the school year and, as applicable, during summer or intersession periods that address the unique educational needs of migratory children. (2) To ensure that migratory children who move among the States are not penalized in any manner by disparities among the States in curriculum, graduation requirements, and challenging State academic standards. (3) To ensure that migratory children receive full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet. (4) To help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to succeed in school. (5) To help migratory children benefit from State and local systemic reforms.

Records may include, but are not limited to, Certificates of Eligibility (COEs), student enrollment reports, and student academic reports.

Confidential under Wis. Stat. § 118.125 and FERPA (Family Educational Rights and Privacy Act).

DPI needs to maintain student records for ten years because once a student is identified as a migratory child under 20 U.S.C. § 6399(3), a child may be eligible for continuation of services as defined in 20 U.S.C. § 6394(e).

CR + 10; Destroy Confidential

00210000. **MIGRANT EDUCATION PROGRAM SERVICE MODEL RECORDS** **CR+5** **SHSW** **N**

The purposes of the Migrant Education Program under Title I, Part C of the Elementary and Secondary Education Act are as follows: (1) To assist States in supporting high-quality and comprehensive educational programs and services during the school year and, as applicable, during summer or intersession periods that address the unique educational needs of migratory children. (2) To ensure that migratory children who move among the States are not penalized in any manner by disparities among the States in curriculum, graduation requirements, and challenging State academic standards. (3) To ensure that migratory children receive full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet. (4) To help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to succeed in school. (5) To help migratory children benefit from State and local systemic reforms.

Records include information on the Wisconsin Migrant Education Program model and delivery of services such as Service Delivery Plans, Comprehensive Needs Assessments, and evaluation plans and reports.

CR + 5 YRS; TRANSFER TO STATE ARCHIVES (WHS)

00211000. **TITLE 1 NEGLECTED & DELINQUENT PROJECT FILES** **CR+6** **DEST** **N**

NEGLECTED AND DELINQUENT PROJECT FILES

THESE BOXES CONTAIN INFORMATION RELATED TO PREVENTION AND INTERVENTION PROGRAMS FOR CHILDREN AND YOUTH WHO ARE NEGLECTED, DELINQUENT, OR AT-RISK. THE STATE EDUCATION AGENCY (DPI) WORKS WITH THE DESIGNATED INDIVIDUAL IN EACH CORRECTIONAL FACILITY OR INSTITUTION FOR NEGLECTED OR DELINQUENT CHILDREN AND YOUTHS TO CONCENTRATE ON PROVIDING PARTICIPANTS WITH THE KNOWLEDGE AND SKILLS NEEDED TO MAKE A SUCCESSFUL TRANSITION TO SECONDARY SCHOOL COMPLETION, VOCATIONAL OR TECHNICAL TRAINING, FURTHER EDUCATION OR EMPLOYMENT. THESE PROJECT FILES CONTAIN PROGRAMMATIC INFORMATION ON STATEWIDE EFFORTS TO MEET THE NEEDS OF IDENTIFIED STUDENT POPULATIONS AND TO ASSIST IN THE TRANSITION OF THESE STUDENTS FROM CORRECTIONAL FACILITIES TO LOCALLY OPERATED PROGRAMS.

00212000. **STUDENT ACHIEVEMENT GUARANTEE IN EDUCATION PROGRAM RECORDS** **CR+10** **SHSW** **N**

THE STUDENT ACHIEVEMENT GUARANTEE IN EDUCATION (SAGE) PROGRAM WAS ESTABLISHED IN THE 1996-97 SCHOOL YEAR TO IMPROVE STUDENT ACHIEVEMENT THROUGH THE IMPLEMENTATION OF FOUR SPECIFIC SCHOOL-IMPROVEMENT STRATEGIES (SEE BELOW). WISCONSIN'S APPROXIMATELY 475 SAGE SCHOOLS ENTER RENEWABLE 5-YEAR CONTRACTS DESIGNED TO PROMOTE ACADEMIC ACHIEVEMENT THROUGH LOWER CLASS SIZES IN THE PRIMARY GRADES. SCHOOLS RECEIVE STATE AID EQUAL TO \$2,250 FOR EACH LOW-INCOME K-3 CHILD.

Dept #: /200/ Department Name: STUDENT AND SCHOOL SUCCESS

RDA # RDA Title Retention Disposition PII

PROGRAM ELEMENTS
SAGE PROMOTES ACADEMIC ACHIEVEMENT THROUGH THE IMPLEMENTATION OF FOUR SCHOOL IMPROVEMENT STRATEGIES:

- * CLASS SIZE OF NO MORE THAN 15:1 IN GRADES K-3
- * INCREASED COLLABORATION BETWEEN SCHOOLS AND THEIR COMMUNITIES
- * IMPLEMENTATION OF A RIGOROUS CURRICULUM; AND
- * IMPORVED PROFESSIONAL DEVELOPMENT AND STAFF-EVALUATION PRACTICES

THESE FILES CONTAIN CORRESPONDENCE RELATED TO THE SAGE PROGRAM AS WELL AS SAGE AID PAYMENTS VOUCHERS TO SELECTED SCHOOLS.

00213000. TITLE 1 SUPPLEMENTAL (SCHOOL IMPROVEMENT) GRANTS CR+7 DEST N

THE PURPOSE OF THE TITLE I SUPPLEMENTAL GRANTS IS TO PROVIDE DISTRICTS WITH ADDITIONAL FUNDS AND RESOURCES TO HELP THEM DEVELOP AND IMPROVE DISTRICT EFFORTS TO SUPPORT THEIR ELIGIBLE SCHOOLS. ELIGIBLE SCHOOLS ARE TITLE I SCHOOLS THAT (1) HAVE BEEN IDENTIFIED FOR IMPROVEMENT, (2) MISSED ADEQUATE YEARLY PROGRESS (AYP), OR (3) ARE THE FURTHEST FROM THE NCLB 2014 AYP ANNUAL MEASURABLE OBJECTIVES (AMO) IN READING AND MATHEMATICS AS MEASURED BY THE WKCE. IMPLICIT IN THESE GRANTS IS THE RECOGNITION THAT ALL DISTRICTS IN WISCONSIN HAVE EXISTING RESOURCES AND PROGRAMS THAT SUPPORT THE STUDENT ACHIEVEMENT OF ITS SCHOOL(S). THIS GRANT IS INTENDED TO SUPPLEMENT THESE EFFORTS AND STRENGTHEN DISTRICT SUPPORT.

THE GRANT APPLICATION IS STRUCTURED AROUND TWO GOALS: 1) ADDRESSING THE NEEDS OF THE ELIGIBLE SCHOOLS BASED ON AYP INDICATORS, AND 2) PROVIDING DISTRICT SUPPORT FOR THESE SCHOOLS BASED ON THE CHARACTERISTICS OF SUCCESSFUL DISTRICTS. GRANT APPLICANTS ARE REQUIRED TO DETAIL A TWO-YEAR PLAN AND BUDGET FOR THE FIRST YEAR OF THE TWO-YEAR GRANT CYCLE.

THESE FILES CONTAIN DOCUMENTATION IN SUPPORT OF THE TITLE I SUPPLEMENTAL GRANT PROGRAM AND DISTRIC ASSESSMENT AND PLANNING GRANTS SPECIFIC TO THE PROGRAM.

00261000. ACHIEVEMENT GAP REDUCTION (AGR) PROGRAM EVT+5 SHSW N

This RDA covers a new program that fully replaced the Student Achievement Guarantee in Education (SAGE) program that ended at the end of the 2017- 18 school year.

The Achievement Gap Reduction (AGR) program requires participating schools to create performance objectives designed to reduce the achievement gap between low-income students in that school and students in the same grade and subject statewide. Per Wis. Stat. § 20.255(2), the AGR program allows participating schools to receive state aid on a five year contractual basis to implement one or more of these strategies in every kindergarten through grade three classroom:

- One-to-one tutoring provided by a licensed teacher
- Instructional coaching for teachers provided by a licensed teacher
- Maintaining 18:1 or 30:2 classroom ratios and providing professional development on small group instruction

The AGR program requires school board review of implementation and progress towards achieving performance objectives in each participating school at the end of every semester.

Records in this series may include applications, contracts, AGR entitlement and strategies report, performance objectives and school board reports. Event is when the 5 year contract for funding has ended.

RETENTION = EVT = 5 YEARS

02385001. STATEWIDE ASSESSMENT ELEMENTARY/ SECONDARY STUDENTS 1973 - CR+20 SHSW

These Boxes Contain Materials Used In Developing Statewide Assessment Tests. File Folders Contain Reports, Developed Tests, And Related Materials Used To Identify Measurable Objectives And Developing Objective-Referenced Tests For Assessing Pupil Performance. (Actual Test Booklets Designed And Field Tested On A Broad Sample Of Wisconsin Students Are Included.)

Dept #: /300/ Department Name: ACADEMIC EXCELLENCE

RDA # RDA Title Retention Disposition PII

00012000. WISCONSIN HIGH SCHOOL EQUIVALENCY TEST SCORES & APPLICATIONS CR+70 DEST Y

RDA # RDA Title Retention Disposition PII

APPLICATIONS AND TEST SCORES OF WISCONSIN CITIZENS WHO RECEIVED A HIGH SCHOOL COMPLETION CREDENTIAL (GED OR HSED) ISSUED BY THE STATE SUPERINTENDENT OF PUBLIC INSTRUCTION BASED ON THE TESTS OF GENERAL EDUCATION DEVELOPMENT (GED) OR OTHER CRITERIA ESTABLISHED BY PI 5, WIS. ADMIN. CODE. THESE RECORDS MAY BE NEEDED TO GAIN ENTRANCE TO COLLEGE OR TO FULFILL EMPLOYMENT REQUIREMENTS.

RECORDS MAY ALSO INCLUDE EQUIVALENCY REPORTS, UNDERAGE REPORTS AND RELATED CORRESPONDENCE. RECORDS MAY ALSO BE COVERED BY FEDERAL FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA).

RETAIN 70 YEARS AND DESTROY CONFIDENTIAL.

00077000. **CHILDREN AT RISK** **CR+50** **DEST** **Y**

UNDER 118.153, WIS. STATS., CHILDREN AT RISK: ELIGIBLE SCHOOL DISTRICTS WERE EITHER REQUIRED OR ALLOWED TO APPLY TO THE STATE SUPERINTENDENT FOR ADDITIONAL CATEGORICAL AID. UPON THE RECEIPT OF THE SCHOOL DISTRICT'S ANNUAL REPORT THE STATE SUPERINTENDENT PAYS THE SCHOOL DISTRICT AN APPROPRIATION FOR EACH PUPIL ENROLLED IN A PROGRAM FOR CHILDREN AT RISK WHO MET PROGRAM CRITERIA. ADDITIONAL STATE AID WAS PAID IN THE AMOUNT OF 10% OF THE SCHOOL DISTRICT'S AVERAGE PER PUPIL AID. THE FUNDS WERE PRORATED WHEN INSUFFICIENT. BIENNIALY THE LEGISLATIVE AUDIT BUREAU WAS REQUIRED TO AUDIT SCHOOL DISTRICT'S ELIGIBILITY, PERFORMANCE, CRITERIA AND STATE PAYMENTS.

THESE FILES CONTAIN THE RECORDS PERTAINING TO THE SCHOOL DISTRICT CHILDREN AT RISK PROGRAMS. INCLUDED ARE THE SCHOOL DISTRICTS ELIGIBILITY CLAIMS AND ANY RELATED CORRESPONDENCE. RECORDS COULD CONTAIN PERSONALLY IDENTIFYING STUDENT INFORMATION AND SHOULD BE PROTECTED UNDER THE FEDERAL FAMILY AND EDUCATION RIGHTS AND PRIVACY ACT (FERPA).

WHILE THE CATEGORICAL AID WAS DISCONTINUED BY 2011 ACT 10, PROGRAMMING UNDER S. 118.153 HAS CONTINUED AND FUNDING MAY BE REAUTHORIZED OR RECONSIDERED IN FUTURE BIENNIAL BUDGETS DUE TO THE SUBJECT FOCUS. RETENTION OF RECORDS WILL AID IN FUTURE DOCUMENTATION.

RETENTION: CR + 50 YEARS AND DESTROY CONFIDENTIAL

00140000. **DIVISION MAIL CONTROL** **CR+10** **DEST** **Y**

THESE FILES CONTAIN THE MAIL CONTROL RECORDS OF THE DIVISION FROM LOCAL SCHOOL DISTRICTS, CESA'S PARENTS, ETC. PERTAINING TO REQUESTS FROM THE STATE SUPERINTENDENT'S OFFICE TO RESPOND TO EDUCATIONAL ISSUES OF RESPONSIBILITY TO THE DIVISION. THESE FILES COVER ALL MATERIALS INVOLVED IN RESPONSE TO SUCH REQUESTS.

00141000. **DIVISION SUBJECT FILES** **CR+10** **DEST** **N**

THESE FILES CONTAIN THE SUBJECT/TOPICAL RECORDS PERTAINING TO ISSUES GOVERNING SPECIFIC TEAMS (E.G. CONTENT AND LEARNING; CAREER AND TECHNICAL EDUCATION; TEACHER EDUCATION; PROFESSIONAL DEVELOPMENT AND LICENSING; OF THE DIVISION OF ACADEMIC EXCELLENCE. SOME FILES CONTAIN CORRESPONDENCE RELATIVE TO EDUCATIONAL TOPICS.

00216000. **YOUTH OPTIONS** **CR+7** **DEST** **Y**

YOUTH OPTIONS AND POST-SECONDARY OPTIONS PROGRAM DOCUMENTS CREATED AND MAINTAINED CONSISTENT WITH S. 188.55 WIS. STATS. AND PI40, WIS. ADMIN. CODE. DOCUMENTS INCLUDE LEGISLATIVE ANALYSIS, PROGRAM INFORMATION AND ALL DOCUMENTATION OF STUDENT APPEALS AND DEPARTMENT DECISIONS.

00217000. **ALTERNATIVE EDUCATION** **CR+25** **DEST** **Y**

ALTERNATIVE EDUCATION PROGRAM GRANT DOCUMENTS CREATED AND MAINTAINED CONSISTENT WITH S. 115.366, WIS. STATS AND PI 44, WIS. ADMIN. CODE. DOCUMENTS INCLUDE GRANT APPLICATION, END OF YEAR REPORTS, BUDGET ITEMS AND EVALUATIONS. SOME FILES MAY CONTAIN STUDENT SPECIFIC INFORMATION AND REQUIRE CONFIDENTIAL HANDLING.

00218000. **AMERICAN INDIAN LANGUAGE AND CULTURAL EDUCATION BOARD** **CR** **SHSW** **N**

THE AMERICAN INDIAN LANGUAGE AND CULTURE EDUCATION BOARD (AILCEB) WAS CREATED BY CHAPTER 346, LAWS OF 1979. THE 13 BOARD MEMBERS WERE APPOINTED FOR STAGGERED FOUR-YEAR TERMS UPON THE RECOMMENDATION OF WISCONSIN INDIAN TRIBES, BANDS, AND ORGANIZATIONS TO REPRESENT ALL SUCH GROUPS IN THE STATE. THE BOARD ADVISES THE STATE SUPERINTENDENT, THE BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM, THE HIGHER EDUCATIONAL ADIS BOARD, AND THE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION ON ALL MATTERS RELATED TO THE EDUCATION OF AMERICAN INDIANS. IT ENCOURAGES THE ESTABLISHMENT OF AMERICAN INDIAN LANGUAGE AND CULTURE PROGRAMS IN SCHOOL DISTRICTS THAT ENROLL AMERICAN INDIAN PUPILS AND THAT HAVE AT LEAST 75 PERCENT AMERICAN INDIAN ENROLLMENT. THE AILCEB WAS ELIMINATED IN 2001 DURING THE GOVERNOR MC CALLUM ADMINISTRATION. RECORDS OF BOARD MEETING PROCEEDINGS WERE TRANSFERRED TO THE WISCONSIN STATE HISTORICAL SOCIETY AT THAT TIME.

00220000. **PROFESSIONAL STANDARDS COUNCIL MEETING RECORDS (PI 34)** **CR+25** **SHSW** **Y**

Dept #: /300/ Department Name: ACADEMIC EXCELLENCE

RDA # RDA Title Retention Disposition PII

IN 1997 WISCONSIN ACT 298 WAS PASSED BY THE STATE LEGISLATURE AND SIGNED BY THE GOVERNOR WHICH CREATED THE STATUTORY PROFESSIONAL STANDARDS COUNCIL (PSC) TO ASSIST AND ADVISE THE STATE SUPERINTENDENT IN IMPROVING TEACHER PREPARATION, LICENSURE AND REGULATION. THE TEXT OF THIS LEGISLATION CAN BE FOUND AT WISCONSIN STATUTES - CHAPTER 15 (15.377). SPECIFIC INFORMATION REGARDING THE FRAMEWORK OF THE PROFESSIONAL STANDARDS COUNCIL CAN BE FOUND AT PI 34.36.
THE PURPOSE OF THE COUNCIL, ACTING IN AN ADVISORY CAPACITY, IS TO ENSURE THE QUALITY OF THE PROFESSION OF TEACHING BY RECOMMENDING TO THE STATE SUPERINTENDENT A SET OF STANDARDS REGARDING LICENSURE AND EVALUATION OF TEACHERS, EVALUATION AND APPROVAL OF TEACHER EDUCATION PROGRAMS, THE STATUS OF TEACHING IN WISCONSIN, SCHOOL BOARD PRACTICES TO DEVELOP EFFECTIVE TEACHING AND PEER MENTORING PROGRAMS.
STATUTORY RESPONSIBILITIES ALSO REQUIRE AN ANNUAL REPORT TO THE APPROPRIATE STANDING LEGISLATIVE COMMITTEES ON THE ACTIVITIES AND EFFECTIVENESS OF THE COUNCIL.
THIS RECORDS SERIES WILL INCLUDE ANNUAL REPORTS TO THE LEGISLATURE, MEETING MINUTES, AND NOMINATION AND APPOINTMENT LETTERS TO THE COUNCIL AND SENATE EDUCATION COMMITTEE.

EVENT = CR + 25 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

Dept #: /320/ Department Name: FOOD AND NUTRITION

RDA # RDA Title Retention Disposition PII

00041000. **USDA FOOD DISTRIBUTION RECORDS** **CR+7** **DEST** **N**

The files contain information on United States Department of Agriculture (USDA) food orders for child and adult nutrition programs (e.g. National Lunch Program, Charitable/Correctional Institution Programs, Summer Camp, The Emergency Food Assistance Program, etc.). Records contain data regarding orders, shipments and receipts files under Wis. Stats. § 39.04 and 40.30(8).

Included are records by vendors, warehouse confirmation of receipt, reports of shortages or damages, allotments of delivery orders indicating shipment dates and destinations. Also included are general correspondence dealing with a variety of topics including:

1. Inventories USDA foods
2. Delivery receipts
3. Warehouse reports
4. Requisitions
5. Vouchers
6. Storage, handling and transportation charges invoices (including detailed invoices received from commercial warehouses, trucking firms, and county distribution points supporting the payment of transportation, storage and handling charges received in the distribution of USDA Foods to Schools institutions and welfare agencies).

EVENT = Creation + 7 Years

00098000. **COMMUNITY NUTRITION PROGRAMS** **CR+5** **DEST** **Y**

COMMUNITY NUTRITION TEAM ADMINISTERS THE FOLLOWING USDA CHILD NUTRITION PROGRAMS: CHILD AND ADULT CARE FOOD PROGRAM (CACFP) 7 CFR PART 226; SUMMER FOOD SERVICE PROGRAM (SFSP) 7 CFR PART 225; AND THE SPECIAL MILK PROGRAM (SMP) 7 CFR PART 215.

THE CONTENTS OF THESE RECORDS INCLUDE THE FOLLOWING: FEDERAL CONTRACTS, PROGRAM EVALUATIONS, CORRESPONDENCE, SERIOUSLY DEFICIENT FILES, ROUTINE HEARING RECORDS, AND RELATED MATERIAL.

RETENTION: CR + 5 YEARS AND DESTROY

00103000. **SCHOOL NUTRITION PROGRAM - SPECIAL CORRESPONDENCE** **EVT+5** **DEST** **N**

Correspondence and documents concerning appealed Administrative Review audit report findings including but not limited to findings of fraudulent actions potentially resulting in legal and fiscal actions. Correspondence with the United States Department of Agriculture concerning operation of the School Nutrition Programs including policies and regulations, specifically pertaining to 7 CFR 210.18- 7 CFR 210.20. Child Nutrition Programs include School Lunch, School Breakfast, Special Milk Programs, and related programs.

This retention period ensures that records will be available for reference by the Officer of the Inspector General.

EVENT = Date of signature on appeal resolution or issue of final correspondence, policy or regulation + 5 Years

00116000. **NATIONAL SCHOOL LUNCH PROGRAM AGENCY PARTICIPATION FILES - AL** **CR+10** **DEST** **N**

Agencies 01-XXXX through 39-XXXX, and Agencies 41-XXXX through 75-XXXX.

These records are the Participation Files for Agencies, which contain all records pertaining to School Food Authorities participating

Dept #: /320/ Department Name: FOOD AND NUTRITION

RDA # RDA Title Retention Disposition PII

(currently or previously) in the National School Lunch Program, School Breakfast Program, Special Milk Program, and state-funded school nutrition programs. This includes the USDA-mandated Coordinated Review Efforts/School Meal Initiatives Analyses, and hard copies of prior year contracts.

00117000. NATIONAL SCHOOL LUNCH PROGRAM AGENCY PARTICIPATION FILES - MIL CR+20 DEST N

Agencies with codes 40-XXXX.

These records are the Participation Files for Agencies, which contain all records pertaining to School Food Authorities participating (currently or previously) in the National School Lunch Program, School Breakfast Program, Special Milk Program, and state-funded school nutrition programs. This includes the USDA-mandated Coordinated Review Efforts/School Meal Initiatives Analyses; and hard copies of prior year contracts.

This series is specific to SFAs in Milwaukee, including many that have been involved in the Milwaukee Parental Choice Program, and which have needed additional review and training.

00134000. COMMUNITY NUTRITION PROGRAMS - SPECIAL HEARING AND APPEAL FILE CR+20 SHSW Y

COMMUNITY NUTRITION TEAM ADMINISTERS THE FOLLOWING USDA CHILD NUTRITION PROGRAMS:
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) 7 CFR PART 226;
SUMMER FOOD SERVICE PROGRAM(SFSP) 7 CFR PART 225;
AND THE SPECIAL MILK PROGRAM (SMP) 7 CRF PART 215.

THE CONTENTS OF THESE RECORDS INCLUDING THE FOLLOWING: SPECIAL HEARING AND APPEAL FILES FOR FEDERAL CONTRACTS, PROGRAM EVALUATIONS, CORRESPONDENCE, SERIOUSLY DEFICIENT FILES, AND RELATED MATERIAL. THESE FILES ARE FROM CRITICAL FEDERAL INVESTIGATIONS THAT RESULTED IN CHANGES TO HOW THE USDA CHILD NUTRITION PROGRAMS ARE ADMINISTERED. ACCESS TO THESE RECORDS ARE NECESSARY FOR INTERNAL USE TO IMPLEMENT AND TRACK POLICY CHANGES.

RETENTION: CR + 20 YEARS

Dept #: /400/ Department Name: FINANCE AND MANAGEMENT

RDA # RDA Title Retention Disposition PII

00026000. STATE APPEAL BOARD REORGANIZATION HEARING FILES CR+25 SHSW Y

STATE APPEAL BOARD REORGANIZATION HEARING FILES 1965 - CURRENT (CURRENTLY KNOWN AS SCHOOL DISTRICT BOUNDARY APPEAL BOARD HEARING FILES 1984-) STATE APPEAL BOARD SCHOOL DISTRICT REORGANIZATION HEARING FILES CONSISTING OF HEARING RECORD APPEALS, BRIEFS, BOARD ORDERS, AND RELATED CORRESPONDENCE FILED UNDER WISCONSIN STATUTES CHAPTER 117 AND SPECIFICALLY 117.03 STATE APPEAL BOARD.

FAMILIES FROM AROUND THE STATE PETITION THE SCHOOL DISTRICT BOUNDARY APPEAL BOARD TO CHANGE A DISTRICT BOUNDARY TO ALLOW THEIR CHILDREN TO ATTEND A NEIGHBORING SCHOOL DISTRICT THAT MAY BE CLOSER TO THEIR PROPERTY. AS MEMBERS OF THAT DISTRICT, FAMILIES HAVE VOTING RIGHTS AND ARE SUBJECT TO THE TAX LAWS APPLIED TO THE COUNTY AND MUNICIPALITY THE DISTRICTS FALLS WITHIN. THESE FILES ARE KEPT NOT ONLY FOR HISTORICAL PURPOSES, BUT ALSO IN CASE THERE IS A QUESTION OVER WHERE A DISTRICT'S BOUNDARY LIES.

RETENTION: CR + 25 YEARS AND TRANSFER TO WHS.

00039000. HOME-BASED PRIVATE EDUCATIONAL REGISTRATION FORM, PI-1206 CR+7 DEST Y

HOME-BASED PRIVATE EDUCATIONAL REGISTRATION FORM, PI-1206, WHICH INCLUDES THE GRADE LEVEL, GENDER, DISTRICT OF RESIDENCE OF THE CHILD OR CHILDREN ENROLLED IN THE HOME-BASED PROGRAM, A SERIES OF QUESTIONS THAT THE PARENT(S) OR GUARDIAN MUST ANSWER, AN ATTESTATION THAT THE PARENT OR GUARDIAN WILL FOLLOW THE CONFINES OF THE LAW, AND PARENTS OR GUARDIAN MUST SUBMIT THE FORM ELECTRONICALLY IN ORDER TO BE REGISTERED. PARENT OR GUARDIAN MUST PROVIDE ALL CURRICULUM MATERIALS AND SUPPLIES USED.

RETENTION: CR + 7 YEARS AND DESTROY CONFIDENTIAL.

00127000. ANNUAL SCHOOL DISTRICT FINANCIAL REPORTS CR+5 SHSW N

THIS RDA CONSOLIDATES 075, 120, 127A AND 127B INTO ONE RDA.

SCHOOL DISTRICTS ARE REQUIRED UNDER WIS. STAT. CH. 121, TO FILE FINANCIAL, ANNUAL, AND BUDGET REPORTS TO THE WI DEPT. OF PUBLIC INSTRUCTION. THESE REPORTS CONTAIN INFORMATION ABOUT: ENROLLMENT, MEMBERSHIP, ATTENDANCE, BUILDINGS, TYPE OF SCHOOL ORGANIZATION, ANALYSIS OF TEACHING STAFF, INSTRUCTORS IN PARTICULAR FIELDS, NON-INSTRUCTIONAL STAFF, SALARIES OF TEACHERS AND NON-TEACHING STAFF, SCHOOL TAX

| RDA # | RDA Title | Retention | Disposition | PII |
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LEVIES, EXPENDITURES FOR NEW BUILDINGS AND ADDITIONS, OUTSTANDING LONG-TERM INDEBTEDNESS, COMPUTATION OF STATE AIDS FOR TRANSPORTATION, BOARD AND LODGING, DRIVER EDUCATION, SPECIAL EDUCATION SERVICES, FINANCIAL AND AUDIT STATEMENTS AND RELATED INFORMATION, AND SUMMER SCHOOL PROGRAMS.

THE REPORTING DONE BY SCHOOL DISTRICTS IS USED IN THE CALCULATION AND PAYMENT OF EQUALIZATION AND CATEGORICAL AIDS INCLUDING THE FOLLOWING REPORTS: EQUALIZATION AIDS, SPECIAL EDUCATION AIDS, TRANSPORTATION AIDS, COMMON SCHOOL FUND (LIBRARY AIDS), DRIVERS EDUCATION AND STATE TUITION CLAIMS. SCHOOL DISTRICT ANNUAL FINANCIAL AUDIT REPORTS, INCLUDING SINGLE AUDIT IF REQUIRED, INCLUDE THE FOLLOWING REPORTS: CESA ANNUAL FINANCIAL AUDIT REPORTS, CCDEB ANNUAL FINANCIAL AUDIT REPORTS, MEMBERSHIP AUDIT REPORTS, AND LIBRARY AUDIT REPORTS.

RETENTION: CR + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

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| <u>00127C00.</u> | <u>SUPPORTING INFORMATION FOR THE CALCULATION AND PAYMENT OF GE</u> | <u>CR+5</u> | <u>DEST</u> | <u>Y</u> |
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THIS RDA DESCRIBES DOCUMENTS THAT PROVIDE SUPPORTING INFORMATION USED TO CALCULATE THE PAYMENT OF EQUALIZATION AND CATEGORICAL AIDS. SUPPORTING INFORMATION MAY INCLUDE: CORRESPONDENCE, REPORTS THAT INCLUDE STUDENT INFORMATION USED IN ITS REDACTED FORMAT TO PRODUCE FINAL REPORTS DESCRIBED IN RDA 127, AND OTHER ADDITIONAL CLARIFYING INFORMATION SUBMITTED TO DPI BY SCHOOL DISTRICTS IN COMPLIANCE WITH WIS STAT. CH. 121

THIS RDA INCLUDES: BUDGET AND ANNUAL REPORT SIGNATURE PAGES AND AUDIT STATEMENTS, STATE AIDS EDIT REPORTS, AND MANUAL ADJUSTMENTS MADE TO THE PAYEES FOR THE AIDS PAYMENTS. ALSO INCLUDED ARE TAX LEVY CERTIFICATIONS, ANNUAL ADDENDUM REPORTS, SPED ADJUSTMENTS AND RELATED CORRESPONDENCE, SUMMARY LISTINGS OF FINANCIAL REPORT REVIEWS AND SINGLE AUDIT MONITORING DOCUMENTS, MEMBERSHIP AUDIT REVIEW DOCUMENTS, GROUP AND FOSTER CARE STUDENTS REPORTS, COMMON SCHOOL FUND CENSUS TABLES, AUDIT VARIANCE REPORTS AND RELATED MATERIAL, IMPACT AID SUPPORTING MATERIALS, MEMBERSHIP REPORTS AND MANUAL COUNT ADJUSTMENTS, REVENUE LIMIT REPORTS, TRANSFER OF SERVICE REPORTS, SUMMER SCHOOL AND OTHER EQUALIZATION SUPPORTING MATERIALS AND CHARTER SCHOOL REPORTS (2R REPORTS).

SOME RECORDS ARE PUPIL RECORDS, OR THEY MAY CONTAIN PII AND STUDENT DATA. THEREFORE, THE RECORDS MUST BE KEPT CONFIDENTIAL BY THE DEPARTMENT AS REQUIRED UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT REGULATIONS, 7 C.F.R. 99.

RETENTION: CR + 5 YEARS AND DESTROY CONFIDENTIAL

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| <u>00131000.</u> | <u>PRIVATE SCHOOL CHOICE PRGRAM ADMINISTRATIVE RECORDS</u> | <u>FIS+20</u> | <u>DEST</u> | <u>Y</u> |
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The records in this series are administrative records for the Private School Choice Programs including the Milwaukee Parental Choice Program (MPCP), Wis. Stat. § 119.23, the Racine Parental Choice Program (RPCP) and the Wisconsin Parental Choice Program or statewide program (WPCP), Wis. Stat. § 118.60, and the Special Needs Scholarship Program (SNSP), Wis. Stat. § 115.7915. Schools participating in the program receive a state aid payment for each eligible student on behalf of the student's parent or guardian to attend private schools in Wisconsin.

Records in this series include applications, transfer requests, payment records by student name, summer school participant and course lists, disclosure of information forms, hours of instructions reports including necessary revisions, school accreditation letters, enrollment audits, surety bonds, certificates of occupancy, school information update forms, designee and intent to participate forms, general program correspondence, and other administrative documents.

Confidential under Wis. Stat. § 118.125, Wis. Adm. Code PI 35.20(4), PI 48.20(4), and PI 49.14(3), and FERPA (Family Educational Rights and Privacy Act).

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| <u>00155000.</u> | <u>OPEN ENROLLMENT APPEAL FILES</u> | <u>CR+7</u> | <u>DEST</u> | <u>Y</u> |
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THE RECORD SERIES CONTAINS THE OFFICIAL RECORD OF PARENT APPEALS OF OPEN ENROLLMENT DENIALS BY SCHOOL DISTRICTS. THE RECORD CONTAINS THE APPEAL FILED BY THE PARENT, FACTS AND ARGUMENTS SUBMITTED BY EACH PARTY, AND A COPY OF THE DEPARTMENT'S DECISION IN THE APPEAL. THE DEPARTMENT'S DECISION MAY BE APPEALED TO CIRCUIT COURT WITHIN 30 DAYS OF SERVICE OF THE DECISION, AT WHICH TIME THE DEPARTMENT IS REQUIRED TO PROVIDE A COPY OF THE RECORD TO THE COURT.

ALL OF THE RECORDS IN THIS SERIES CONSTITUTE "PUPIL RECORDS" UNDER WIS. STATS. 118.125 AND MUST, THEREFORE, BE KEPT CONFIDENTIAL BY THE DEPARTMENT AS REQUIRED UNDER WIS. STATS. 118.125 (2) (G) AND FERPA (FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT).

RETAIN RECORDS FOR SEVEN YEARS AND DESTROY CONFIDENTIAL (CR + 7)

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| <u>00156000.</u> | <u>ORIGINAL DECISIONS IN OPEN ENROLLMENT APPEALS</u> | <u>CR+25</u> | <u>DEST</u> | <u>Y</u> |
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THIS RECORD SERIES CONTAINS THE DECISION AND ORDER ISSUED BY THE DEPARTMENT IN OPEN ENROLLMENT APPEALS. THESE RECORDS ARE FILED BY APPEAL AND CASE NUMBER. THESE ORDERS WILL SERVE AS RESEARCH DOCUMENTS FOR ATTORNEYS REPRESENTING THEIR CLIENTS IN APPEALS AND AS PRECEDENTS FOR THE DEPARTMENT IN ISSUING ORDERS IN FUTURE APPEALS. THESE ORDERS DRIVE POLICY DECISIONS AND INFLUENCE

| RDA # | RDA Title | Retention | Disposition | PII |
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OUR DAILY WORK.

ALL THE RECORDS IN THIS SERIES CONSTITUTE "PUPIL RECORDS" UNDER WIS. STATS. 118.125 AND MUST, THEREFORE, BE KEPT CONFIDENTIAL BY THE DEPARTMENT AS REQUIRED UNDER WIS. STATS. 118.125(2)(G) AND FERPA (FEDEARL EDUCATIONAL RIGHTS AND PRIVACY ACT).

RETAIN RECORDS FOR 25 YEARS AND DESTROY CONFIDENTIAL. (CR+25)

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| <u>00200E00.</u> | <u>OPEN ENROLLMENT APPLICATIONS AND TRANSFER BASE</u> | <u>CR+25</u> | <u>DEST</u> | <u>Y</u> |
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ALL OF THE RECORDS IN THIS SERIES CONSTITUTE "PUPIL RECORDS" UNDER WIS. STATS. 118.125, AND MUST, THEREFORE, BE KEPT CONFIDENTIAL BY THE DEPARTMENT AS REQUIRED BY WIS. STATS. 118.125(2)(G).

SECTION 118.51(3) WIS.STATS., REQUIRES THE PARENT OF A PUPIL WHO WISHES TO ATTEND A NONRESIDENT SCHOOL DISTRICT UNDER OPEN ENROLLMENT TO SUBMIT AN APPLICATION FORM TO THE NONRESIDENT SCHOOL DISTRICT ON A FORM PROVIDED BY THE DEPARTMENT. SINCE THE 2008-09 SCHOOL YEAR, PAPER APPLICATIONS HAVE NOT BEEN SENT TO THE DEPARTMENT. INSTEAD, PARENTS APPLY ON THE DEPARTMENT'S WEBSITE OR SUBMIT A PAPER APPLICATION TO THE NON-RESIDENT SCHOOL DISTRICT, THAT THEN ENTERS THE APPLICATION DATA INTO THE DEPARTMENT'S ONLINE APPLICATION DATABASE. THE DEPARTMENT DOES NOT RECEIVE PAPER APPLICATIONS. INFORMATION IN THIS DATABASE ALONG WITH THE TRACKING OF APPLICATIONS AND TRANSFERS ALLOWS THE DEPARTMENT TO GENERATE THE ANNUAL REPORT TO THE GOVERNOR AND LEGISLATURE REQUIRED UNDER WIS. STATS. 118.51(15)(C) AND TO TRANSFER STATE AID FROM THE RESIDENT TO THE NONRESIDENT SCHOOL DISTRICT FOR EACH OPEN ENROLLMENT PUPIL AS REQUIRED UNDER WIS. STATS. 118.51(15)(C) AND TO TRANSFER STATE AID FROM THE RESIDENT OF THE NONRESIDENT SCHOOL DISTRICT FOR EACH OPEN ENROLLMENT PUPIL AS REQUIRED UNDER WIS. STATS. 118.51(16). IT ALSO ENABLES THE DEPARTMENT TO RESPOND TO QUESTIONS FROM THE LEGISLATURE, MEDIA, AND PUBLIC. ONLY STATISTICAL INFORMATION IS PROVIDED. NO PERSONALLY IDENTIFIABLE INFORMATION IS RELEASED.

RETENTION JUSTIFICATION: AN OPEN ENROLLED PUPIL CAN POTENTIALLY BE ENROLLED FOR 17 YEARS (EARLY CHILDHOOD TO 21). RECORDS SHOULD BE RETAINED FOR AN ADDITIONAL 8 YEARS, FOR A RETENTION TOTAL OF 25 YEARS, FOR THE HISTORICAL DATA NEEDED TO GENERATE REPORTS TO THE GOVERNOR AND LEGISLATURE.

RETENTION: CR+25 YEARS AND DESTROY CONFIDENTIAL

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| <u>00200P00.</u> | <u>OPEN ENROLLMENT APPLICATIONS-PAPER</u> | <u>CR+7</u> | <u>DEST</u> | <u>Y</u> |
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ALL OF THE RECORDS IN THIS SERIES CONSTITUTE "PUPIL RECORDS" UNDER WIS. STATS. 118.125, AND MUST, THEREFORE, BE KEPT CONFIDENTIAL BY THE DEPARTMENT AS REQUIRED BY WIS. STATS. 118.125(2)(G).

SECTION 118.51(3) WIS. STATS., REQUIRES THE PARENT OF A PUPIL WHO WISHES TO ATTEND A NONRESIDENT SCHOOL DISTRICT UNDER OPEN ENROLLMENT TO SUBMIT AN APPLICATION FORM TO THE NONRESIDENT SCHOOL DISTRICT ON A FORM PROVIDED BY THE DEPARTMENT. THE STATUTE ALSO REQUIRES THE NONRESIDENT SCHOOL DISTRICT TO SEND A COPY OF THE FORM TO PUPIL'S RESIDENT SCHOOL DISTRICT AND TO THE DEPARTMENT.

INFORMATION FROM THIS INITIAL APPLICATION FORM IS ENTERED INTO AN OPEN ENROLLMENT DATABASE WHICH IS UPDATED AS INFORMATION IS RECEIVED FROM SCHOOL DISTRICTS ABOUT APPROVAL OR DENIAL OF APPLICATIONS, AS WELL AS ACTUAL TRANSFERS, AND WITHDRAWAL FROM OPEN ENROLLMENT. AFTER THE DATA IS ENTERED INTO THE DATABASE, THE PRINT APPLICATIONS BECOME DUPLICATE RECORDS AND ARE ONLY RETAINED FOR 7 YEARS. THE INFORMATION IN THE DATABASE ENABLES THE DEPARTMENT TO GENERATE THE ANNUAL REPORT TO THE GOVERNOR AND LEGISLATURE REQUIRED UNDER WIS. STATS. 118.51(15)(C) AND TO TRANSFER STATE AID FROM THE RESIDENT TO THE NONRESIDENT SCHOOL DISTRICT FOR EACH OPEN ENROLLMENT PUPIL AS REQUIRED UNDER WIS. STATS. 118.51(16).

PAPER APPLICATIONS WERE ONLY RECEIVED BY THE DEPARTMENT THROUGH THE 2008/09 SCHOOL YEAR.

RETENTION: CR+7 YEARS AND DESTROY CONFIDENTIAL

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| <u>00215000.</u> | <u>WISCONSIN CHARTER SCHOOLS</u> | <u>CR+10</u> | <u>SHSW</u> | <u>N</u> |
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WISCONSIN CHARTER SCHOOLS FILES CONTAINING FEDERAL GRANT APPLICATIONS. FILES SHOULD BE AVAILABLE FOR AUDIT PURPOSES AND POSSIBLY FOR SOME KIND OF STUDY OR RESEARCH REGARDING CHARTER SCHOOL FEDERAL GRANT APPLICATIONS FUNDING AVAILABLE AND/OR RECEIVED, TYPE OF SCHOOL, I.E., ARTS/CULTURE, AT-RISK, EARLY LEARNING, ENVIRONMENTAL, EXPEDITIONARY LEARNING, GENERAL / LIBERAL ARTS, HEALTH SCIENCE AND TECHNOLOGY, LANGUAGE / INTERNATIONAL, MATH / SCIENCE, MONTESSORI, PROJECT-BASED, TECHNOLOGY / VOCATIONAL, VIRTUAL, VOCATIONAL. MANY CHARTER SCHOOLS MAY HAVE A FIVE-YEAR CONTINUOUS RELATIONSHIP WITH OUR DIVISION / SECTION.

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| <u>00221000.</u> | <u>OPEN ENROLLMENT ADMINISTRATIVE FILES</u> | <u>CR+7</u> | <u>DEST</u> | <u>Y</u> |
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THIS RECORD SERIES CONTAINS TRANSPORTATION REIMBURSEMENT CLAIMS AND TUITION WAIVER FORMS FOR THE PUBLIC SCHOOL OPEN ENROLLMENT PROGRAM.

ALL THE RECORDS IN THIS SERIES CONSTITUTE "PUPIL RECORDS" UNDER WIS. STATS. 118.125 AND MUST, THEREFORE, BE KEPT CONFIDENTIAL BY THE DEPARTMENT AS REQUIRED UNDER WIS. STATS.118.125(2)(G).

Dept #: /400/ Department Name: FINANCE AND MANAGEMENT

RDA # RDA Title Retention Disposition PII

RETENTION: CR + 7 YEARS AND DESTROY CONFIDENTIAL

00253000. PRIVATE SCHOOL CHOICE PROGRAM FINANCIAL RECORDS FIS+7 SHSW Y

This new RDA is necessary to reflect statutory changes and expansion of the program.

The records in this series are financial records for the Private School Choice Programs including the Milwaukee Parental Choice Program (MPCP), Wis. Stat. § 119.23, the Racine Parental Choice Program (RPCP) and the Wisconsin Parental Choice Program or statewide program (WPCP), Wis. Stat. § 118.60, and the Special Needs Scholarship Program (SNSP), Wis. Stat. § 115.7915. Schools participating in the program receive a state aid payment for each eligible student on behalf of the student's parent or guardian to attend private schools in Wisconsin.

Records in this series include financial audits, fiscal and internal control practices reports, new school budgets, continuing school budgets, and SNSP budgets.

Some records in this series may contain PII in the form of bank account information for individuals within the budgets. These records are confidential as defined by Wis. Stat. § 19.62(5).

Dept #: /500/ Department Name: LEARNING SUPPORT

RDA # RDA Title Retention Disposition PII

00007000. GENERAL CORRESPONDENCE OF THE DIVISION ADMINISTRATOR EVT+10 SHSW Y

THESE FILES CONTAIN THE GENERAL CORRESPONDENCE OF THE ASSISTANT STATE SUPERINTENDENT FOR THE DIVISION FOR LEARNING SUPPORT: EQUITY AND ADVOCACY. INCLUDED ARE CORRESPONDENCE TO LOCAL SCHOOL DISTRICTS, MEETING MINUTES, BUDGET REVIEWS, AND WORKPAPERS.

RETENTION: EVENT+10, EVENT=CLOSED/TERMINATED/DEATH

00030000. TEAM DIRECTOR'S HISTORICAL OFFICE FILES EVT+10 SHSW Y

GENERAL FILES RELATED TO THE DIRECTOR FOR THE SPECIAL EDUCATION TEAM WORK ACTIVITIES:

PI 11 AND CHAPTER 115 HISTORICAL FILES.

TEAM DIRECTOR'S CHRONOLOGICAL CORRESPONDENCE FILES.

TEAM DIRECTOR'S HISTORICAL OFFICE FILES OF SERVICES PROVIDED TO CHILDREN.

RETAIN 10 YEARS AND TRANSFER TO WHS.

00034000. IDEA Project Files (TITLE VI-B EHA, PL 94-142, PL 99-457, Discretionary & Pre EVT+5 DEST N

Project Files Include A Record Of Activities During The Operation Of The Project Such As Original Application, Review Materials, Grant Notification, Correspondence Budget And Project Revisions, Evaluation, Products Of The Grant, Etc. Summary Information Including Project Number, Title, Fiscal Agent, Award \$, Number Of Children Served, And Final Expended Amount Will Be Extracted And Covered Under Rda 255-00043.

This Series Includes Projects Formerly Administered Under Title Vi-B Of The Education Of The Handicapped Act (Eha), Part B--Flow-Through, Discretionary, And Early Childhood. Part B'S Name Was Changed To PI 94-142 And Early Childhood Became Known As PI 99-457. PI 94-142 Is Now Known As Idea (The Individuals With Disabilities Education Act).

Retain 5 Years After Closed And Destroy Provided Federal Audit.

00065000. SPECIAL EDUCATION STUDENT COMPLAINT REQUESTS, CASE FILES, AND EVT+5 DEST Y

This RDA supersedes 0095000 and 00114000.

Records in this series contain the official hearing records of cases filed with the Dept. of Public Instruction under Wis. Stat. ch. 115 or PI 11 Wis. Admin Code regarding complaints pertaining to educational services provided to children and youth with disabilities under the federal Individuals with Disabilities Education Act (IDEA) 34 CFR §§ 300.151-300.153.

Records include but are not limited to IDEA complaint requests including correspondence, student records, corrective actions plans and documentation of the investigations and compliance resolutions; student specific case files including materials related to contacts with parents and school districts in the form of inquiries, complaints, local appeals, requests for out-of-state or private placements, extension timelines, or other student specific activities; and due process hearing requests including transcripts of the hearing, briefs,

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correspondence , hearing decisions , and any other records submitted as part of the due process proceeding . 34 CFR §§ 300.507-300 .514 and Wis. Stat. § 115.80.

Records are confidential under S.C.R. § 20:1:6, Wis . Stat. § 118.125, and FERPA (Family Educational Rights and Privacy Act). In addition, some records in this RDA may be subject to the attorney-client privilege.

Event is when the IDEA complaint and the due process hearing request is closed and all appellate actions are complete, or the student case file is closed.

EVT = Case is completed; EVT + 5; Destroy Confidential

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| <u>00069000.</u> | <u>SPECIAL EDUCATION COMPLIANCE MONITORING</u> | <u>EVT+6</u> | <u>DEST</u> | <u>Y</u> |
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This records series includes information on compliance by public agencies in Wisconsin with state and federal laws and regulations relating to programs for children with disabilities. Records include correspondence, self-assessments , monitoring activities, and other materials and documentation related to compliance monitoring and approval of special education policies, procedures , and programs per 34 CFR §§ 300.149, 300.150 , 300.600 and Wis. Stat. § 115.762(3).

Confidential under Wis. Stat. § 118.125 and FERPA (Family Educational Rights and Privacy Act).

Event is when monitoring activities are complete; EVT + 6 yrs; Destroy Confidential

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| <u>00073000.</u> | <u>CHILD COUNT INFORMATION UNDER THE IDEA AND ECIA-CHAPTER 1 AND I</u> | <u>EVT+10</u> | <u>DEST</u> | <u>Y</u> |
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Records Relating To The Collection Of Child Count And Other Federal Data Reports To Meet The Requirements Of The Individuals With Disabilities Education Act And Chapter I-Handicapped-State Operated Programs. The Chapter I-Handicapped Program Is Also Commonly Known As PI 89-313. This Includes Department Report Forms Pi-2197-A, Pi-2197-B, Pi-2119, Pi2120, And Pi-2198 & Proc 4446 (Child Count Summary, Individual Student Data Report, Lea Transfer Count & Report, PI-89-313 Count & Enrollment/Transfer Report, Een School Census/Personnel Report, And Student Leaver/Exiting Reports.)

All Reports Except The Census/Personnel Report Are Based On Individual Student Data Information Collected On An Individual Student Basis, And Are Covered Under The Family Educational Rights And Privacy Act.

Rdas 00073000 And 00074000 Supersede Rda 058/85/002.

Minor Amendment Approved 3/2/95 Hc.

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| <u>00074000.</u> | <u>INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) FEDERAL GRANTS</u> | <u>EVT+4</u> | <u>SHSW</u> | <u>N</u> |
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The Wisconsin Historical Society continues to request these records be transferred , therefore , we cannot use ADM00013 .

Information related to the state education agency's administration of federal special education grant programs under the Individuals with Disabilities Education Act (IDEA) per 2 CFR § 200.333 , 34 CFR §§ 300.700-300.705, 300.800-300 .816.

The records in this series contain state plans and grant applications to the federal government, notification of funding availability , notification of grant awards, grant evaluation activities, grant communications , master budget, correspondence, and other related records .

Event is when the final grant expenditure report is submitted; EVT + 4 YRS; Transfer - State Archives (WHS)

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| <u>00133000.</u> | <u>PUPIL NONDISCRIMINATION INVESTIGATION</u> | <u>EVT+7</u> | <u>DEST</u> | <u>Y</u> |
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These files contain the official investigation records in cases filed under Section 118.13, Wis. Stats. Pertaining to pupil discrimination issues. No person may be denied admission to any public school or be denied participation in, be denied the benefits of or discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Complaints from residents of the school district regarding possible violations of s. 118.13, Wis. Stats. Are investigated by the DPI to determine if this section of the state law had been violated and to ensue compliance.

Files include correspondence, exhibits, and any other records submitted as part of the investigation.

Retention: Retain 5 years and destroy RETENTION INCREASED TO +7 YEARS AND DESTROY PER PRB 11/26/2007

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| <u>00134000.</u> | <u>PUPIL NONDISCRIMINATION REPORTS AND EVALUATIONS</u> | <u>CR+6</u> | <u>DEST</u> | <u>N</u> |
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Section 118.13(2), Wis. Stats. Requires each school district to develop written policies and procedures to implement pupil nondiscrimination and to submit these policy papers and procedures to the state superintendent. The DPI will periodically review school district programs, activities and services to determine compliance.

This series contains the official school district self-evaluations and required annual compliance reports submitted by the districts to the DPI as required under s. 118.13, Wis. Stats.

Retention: Retain 6 yeras after creation and destroy.

Dept #: /500/ Department Name: LEARNING SUPPORT

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00142000. HIGH COST SPECIAL EDUCATION CATEGORICAL AID PROGRAM / KEEPING CR+15 DEST Y

THE HIGH COST SPECIAL EDUCATION CATEGORICAL AID PROGRAM / KEEPING THE PROMISE WAS STARTED FOR THE 2003 - 2004 SCHOOL YEAR.

WISCONSIN ACT 2005 CREATED A NEW STATE CATEGORICAL AID PROGRAM BEGINNING IN 2006 - 07 FOR ELIGIBLE COSTS INCURRED DURING THE 2005 - 06 SCHOOL YEAR. THIS AID PROGRAM IS INTENDED TO ASSIST SCHOOL BOARDS, CESA BOARDS OF CONTROL, COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARDS, AND CHARTER SCHOOLS AUTHORIZED UNDER 118.40(2R) WITH MEETING NEEDS OF HIGH COST SPECIAL EDUCATION STUDENTS. THESE ENTITIES ARE ELIGIBLE FOR HIGH COST SPECIAL EDUCATION CATEGORICAL AID IF THEY INCURRED, IN THE PREVIOUS SCHOOL YEAR, MORE THAN \$30,000 OF NON-ADMINISTRATIVE COSTS FOR PROVIDING SPECIAL EDUCATION AND RELATED SERVICES TO A CHILD, AND THOSE COSTS ARE NOT ELIGIBLE FOR REIMBURSEMENT UNDER THE STATE SPECIAL EDUCATION AND SCHOOL AGE PARENTS CATEGORICAL AID, THE FEDERAL INDIVIDUALS WITH DISABILITIES ACT, OR THE FEDERAL MEDICAID PROGRAM. THE STATE CATEGORICAL AID APPROPRIATION FOR THE 2006 - 07 SCHOOL YEAR WAS \$3,500,000.

IN ADDITION TO THE \$3.5 MILLION OF STATE CATEGORICAL AID, STATE SUPERINTENDENT BURMASTER ALLOCATED \$1.9 MILLION FROM THE FEDERAL INDIVIDUALS WITH DISABILITIES ACT (IDEA) APPROPRIATION. THIS ADDITIONAL FUNDING IS A CONTINUATION OF THE STATE SUPERINTENDENT'S COMMITMENT TO SUPPORT STUDENTS WITH SEVERE OR MULTIPLE DISABILITIES.

00202000. SPECIAL EDUCATION PLANS CR+5 DEST Y

The Special Education Plan consists of narrative and any amendments to the narrative describing an agency's special education services/programming including an examination of specific data elements outlined in Chapter 115.77(4)(j)(1-10). The Special Education Plan also includes an agency's budget applications and any amendments for its federal Individuals with Disabilities Education Act (IDEA) flow-through and preschool entitlement dollars. Both the narrative and the budget applications are submitted electronically via an Internet application. The data collected on the narrative and the budget applications are stored electronically in a database and paper copies are also printed. In addition, an agency's paper file will contain a Statement of Assurances signed by the agency administrator and any personal notes of the consultant who reviewed the narrative and budget applications. The final/approved narratives and IDEA budget applications will be maintained electronically in a digital archive.

00258000. CIVIL RIGHTS COMPLIANCE MONITORING EVT+6 DEST Y

This new RDA is being developed to cover records unique to the work the Dept. of Public Instruction (DPI) does to monitor schools.

This records series includes information on civil rights compliance by public agencies in Wisconsin from on-site monitoring visits conducted by DPI staff relating to the vocational education program guidelines designed to eliminate discrimination per 34 C.F.R. Part 100, Appendix B. This includes:

- Title VI of the Civil Rights Act of 1964 (prohibiting discrimination based on race, color, and national origin) 34 CFR Part 100
- Title IX of the Education Amendments of 1972 (prohibiting discrimination based on sex) 34 CFR Part 106
- Section 504 of the Rehabilitation Act of 1973 (prohibiting discrimination based on disability) 34 CFR Part 104
- Title II of the Americans with Disabilities Act of 1990 (prohibiting discrimination based on disability) 28 CFR Part 35

Records include correspondence, exhibits, monitoring activities, and other materials and documentation related to compliance monitoring and approval of vocational education guidelines for eliminating discrimination and denial of services, procedures, and programs.

Confidential under Wis. Stat. § 118.125 and FERPA (Family Educational Rights and Privacy Act). Event is when monitoring activities are complete.

RETENTION = EVT + 6 YEARS

Dept #: /700/ Department Name: TEACHER LICENSING

RDA # RDA Title Retention Disposition PII

00027000. TEACHER EDUCATION PROGRAM REVIEWS CR+25 DEST N

These Files Contain Records Of Dpi Conducted Teacher Education Program Reviews At Various Statewide Campuses. The Dpi Is Required By Law To Conduct Complete Evaluations Of Programs For Certification Of School Personnel On Each Campus At Least Every Fifth Year With Reviews At Other Times When New Programs Are Submitted Or When Changes Are Made To Existing Approved Courses.

Section 118.19. Wis. Stats. Empowers The Dpi To Establish Rules And Regulations Governing Teacher Education And Certification In Wisconsin. In Fulfilling This Responsibility, The Dpi Has Adopted Standards To Be Used As A Basic Guide In Approving Teacher

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Education Programs. During Onsite Reviews, The Dpi Team Of Consultants Review Compliance With Set Standards. Upon Conclusion Of The Review Process, An In-Depth Report Of The Findings Is Written. Observations Are Reported And Areas Of Non-Compliance Highlighted. Recommendations For Approval Of Programs Are Based On These Reviews.

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| <u>00037000.</u> | <u>TEACHER LICENSING, REVOCATION AND DENIAL RECORDS</u> | <u>CR+75</u> | <u>DEST</u> | <u>Y</u> |
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This RDA consolidates 00037000 and 00018A00 into one RDA. CR+75 year retention necessary to fulfill obligation to retain records for each individual applying for a license for the life of the applicant.

These records pertain to the State Superintendent of Public Instruction's authority under Wis. Stat. § 115.31, Wis. Stat. § 118.19 and Wis. Admin. Code Ch. PI 34 to issue Wisconsin educator licenses. Actions taken by DPI include authorization of new and/or renewed licensure requests as well as investigations to determine license revocations or denials for immoral conduct, conviction for certain criminal offenses or incompetency.

New applications and/or renewed licensure requests include documents, attestations, correspondence and other evidence that license requirements are met. Examples include academic transcripts, employment history, performance evaluations, grade reports, test scores and institutional endorsements. Additionally, the application materials may also include documentation and information related to an individual's background check, including but not limited to police reports, psychological reports, disciplinary findings, other investigative reports and findings, court records, medical records, and criminal history information.

During the investigative and determinative processes in response to alleged immoral conduct, conviction for a certain criminal offense or incompetency by a license holder and/or an applicant for licensure, materials collected that assist the State Superintendent (or designee) in making a decision regarding revocation and/or denial of a credential may include, but are not limited to investigative reports, court records, photographs, correspondence, hearing transcripts, other documentary evidence, witness and victim statements, federally protected information (e.g. medical and educational records), and electronic media (e.g. flash drives, cds, DVDs) containing various documents, photographs, videos, etc. Also included as appropriate are the State Superintendent's (or designee's) decision, findings of fact, case settlement/stipulation documents, and revocation order.

Records contain PII and are also protected under HIPAA and FERPA and other state and federal laws requiring them to be confidential.

EVENT = Creation

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| <u>00137000.</u> | <u>WISCONSIN MASTER EDUCATOR ASSESSMENT PROCESS PORTFOLIOS</u> | <u>EVT+15</u> | <u>SHSW</u> | <u>N</u> |
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UNDER CHAP. PI34, WISCONSIN AS THREE LICENSE STAGES FOR ALL PROFESSIONAL EDUCATION AREAS THAT REQUIRE THE COMPLETION OF A STATE APPROVED PROGRAM: INITIAL EDUCATOR LICENSE, PROFESSIONAL EDUCATOR LICENSE AND MASTER EDUCATOR LICENSE. THE THIRD LICENSE STAGE, IF AN EDUCATOR CHOOSES TO PURSUE IT IS THE MASTER LICENSE STAGE. IT IS A TOTALLY VOLUNTARY LICENSE. A CANDIDATE WHO SELCTS THE MASTER EDUCATOR OPTION MUST DEMONSTRATE AN ADVANCED LEVEL OF PROFICIENCY ON CHALLENGING AND RIGOROUS PORTFOLIO ENTRIES BUILT ON THE FRAMEWORK OF THE WISCONSIN TEACHING, PUPIL SERVICES AND ADMINSTRATIVE STANDARDS. MASTERY IS DEMONSTRATED THROUGH PORTFOLIO EVIDENCE AND A VIDEO OF EXEMPLARY PRACTICE RELATED TO ONE OF THE APPROVED PROGRAM LICENSES. THE PORTFOLIO WILL BE COMPRISED OF SPECIFIC ENTRIES THAT DESCRIBE, ANALYZE AND REFLECT; AND INCLUDE SAMPLES, ARTIFACT, A VIDEO AND DEOMONSTRATIONS OF THE APPLICANT'S MASTERY OF THE TEN TEACHING STANDARDS, 7 PUPIL SERVICES STANDARDS OR 7 ADMINISTRATOR STANDARDS. THE PROCESS TO ACHIEVE THE MASTER EDUCATOR LICENSE IS THE WISCONSIN MASTER EDUCATOR ASSESSMENT PROCESS (WMEAP). THE ITEMS TO BE STORED ARE THE PORTFOLIOS AND ACCOMPANYING AUDIOTAPES, DVDS, CDS OR VHS TAPES THAT WMEAP CANDIDATES SUBMITTED.