

English Learners

A Manual for National Heritage Academies

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Records Retention

NHA schools are required to maintain accurate and complete records related to the identification, placement, servicing, assessment, monitoring, and exit of English Learners (ELs). Maintaining appropriate documentation is essential to demonstrating compliance with federal and state requirements and ensuring continuity of services for students.

EL records should be retained in accordance with state-specific record retention schedules. Missing, incomplete, or inaccurate documentation may result in findings of noncompliance and corrective action requirements. **All records should be retained for at least two years onsite (unless state requirements state longer) and then sent to Iron Mountain for the remaining retention time.** Please consider the chart below to find the correct retention period for records in your state.

Please consult your EL Specialist or email ELteam@nhaschools.com if you have questions or concerns regarding documents within the chart or items not covered in this chart.

Retention Reference Table

State	Category	Specific Documents	Onsite Retention	Total Retention Time	Disposal Method
Colorado	- Language Assessment - Related to Exited ELs	- WIDA ACCESS - FEL Monitoring Forms	2 years onsite, then send to Iron Mountain remaining retention time.	Until graduation (or until withdrawal from district)	Destroy
	Related to EL Services	- Caseloads logging - Individualized Language Plans		5 years after all services ends; requires parental notification	Destroy
Georgia	- Language Assessment - Related to EL Services - Related to Exited ELs	- WIDA ACCESS - Caseloads logging - Individualized Language Plans - FEL Monitoring Forms		5 years after student exits the program	Destroy
Indiana	- Language Assessment - Related to EL Services - Related to Exited ELs	- WIDA ACCESS - Caseloads logging - Individualized Language Plans - FEL Monitoring Forms		5 years	Destroy
Louisiana	- Language Assessment - Related to EL Services - Related to Exited ELs	- ELPT - Caseloads logging - Individualized Language Plans - FEL Monitoring Forms		5 years after student exits the program	Destroy
Michigan	- Language Assessment - Related to EL Services - Related to Exited ELs	- WIDA ACCESS - Caseloads logging - Individualized Language Plans - FEL Monitoring Forms		Until graduation or expected graduation date.	Destroy
North Carolina	- Language Assessment - Related to EL Services - Related to Exited ELs	- WIDA ACCESS - Caseloads logging - Individualized Language Plans - FEL Monitoring Forms		Retain for 3 years after graduation or withdrawal	Permanent-Send to Iron Mountain
New York	- Language Assessment - Related to EL Services	- NYSESLAT - Caseloads logging - Individualized Language Plans		10 years after graduation or age 27 (whichever is later).	Destroy (except cumulative)

	• Related to Exited ELs	• FEL Monitoring Forms			records)
Ohio	• Language Assessment • Related to EL Services • Related to Exited ELs	• OELPA • Caseloads logging • Individualized Language Plans • FEL Monitoring Forms		5 years	Destroy (except transcripts)
Wisconsin	• Language Assessment • Related to EL Services • Related to Exited ELs	• WIDA ACCESS • Caseloads logging • Individualized Language Plans • FEL Monitoring Forms		5 years from student graduation or withdrawal	Destroy (Confidential)