

COLLEGE OF EDUCATION
STUDENT TEACHER ASSIGNMENT

445.01 Assignment Scheduling File (312 & 316 Assignment Forms)

Dates: 1986 –
Volume: 19 ½ Cu. Ft.
Annual Accumulation: 19 ½ Cu. Ft.
Arrangement: Alphabetical by student teacher name

This record series contains correspondence related to pre-student teaching and teaching field experience assignments for the most recent four-semester period. The file also includes a copy of the application for professional education experiences which are sent directly to the place of assignment (312 & 316 assignment forms).

Recommendation: Retain four (4) semesters, then dispose of provided no litigation is pending or anticipated.

445.02 Drop File

Dates: 1985 –
Volume: 3 Cu. Ft.
Annual Accumulation: 1 ½ Cu. Ft.
Arrangement: Alphabetical by student name

This record series contains the student teacher assignment scheduling file material for students who have dropped out of the program. The basic information in this file is the same as the "Assignment Scheduling File" as per this portion of the retention schedule, except it shows when the student dropped out.

This item supersedes State Records Application 87-63, item 613, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed).

Recommendation: Retain for two (2) years, then dispose of provided no litigation is pending or anticipated.

445.03 Evaluation File

Dates: 1964–
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological by semester, then
Alphabetical by student name

This record series contains Level 1, 2, and 3 Evaluation Forms for student teachers. Copies of the evaluations are sent to University Placement and the specific education department. This record series has been microfiched since 1964.

This item supersedes State Records Application 87-63, item 614, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed).

Recommendation: Retain at the end of the evaluation cycle, retain paper copy of record for five (5) years, then dispose of. Retain the microfiche copies in the office permanently at University Micrographics.

445.04 Assignment Listing Record

Dates: 1986 –
Volume: 16 1/2 Cu. Ft.
Annual Accumulation: 16 1/2 Cu. Ft.
Arrangement: Alphabetical/Chronological

This record series contains listings that summarize all field Assignments for student teachers.

This item supersedes State Records Application 87-63, item Item 615, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed).

Recommendation: Retain four (4) semesters, then dispose of provided no litigation is pending or anticipated.

445.05 Special Education Student Teaching File

Dates: 1981 –
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by student name

This record series contains the special education student teaching file, consisting of class enrollment verification forms. These forms show enrollment numbers, the types of exceptional children taught, the school where student teaching was done, and the name of the regular teacher who taught the class.

This item supersedes State Records Application 87-63, item Item 616, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed).

Recommendation: Microfilm at the end of the semester, retain paper copy for five (5) years, then dispose of. Retain the microfiche copies in the office permanently. The security copy of the microfiche should also be retained permanently at University Micrographics.

445.06 Student Teaching Grade Cards

Dates: 1973 –
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by student name

This record series contains the student teaching grade cards, showing the location of assignment, who the coordinator was, and the grade received. This grade card is not transferred to the "Advisement" File and is not microfiched.

This item supersedes State Records Application 87-63, item Item 617, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed).

Recommendation: Retain ten (10) years after graduation or last date of attendance at the university, then dispose of provided no litigation is pending or anticipated.

445.07 312 and 316 Assignment Forms

Dates: 1986 –
Volume: 6 Cu. Ft.
Annual Accumulation: 6 Cu. Ft.
Arrangement: Alphabetical by student name

This record series contains basic internal student teacher assignment data as collected on Forms 312 and 316.

This item supersedes State Records Application 87-63, item Item 618, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed).

Recommendation: Retain four (4) semesters, then dispose of provided no litigation is pending or anticipated.

445.08 Confidential File

Dates: 1964 –
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains confidential information about student teachers who are having problems in the program.

This item supersedes State Records Application 87-63, item Item 619, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed).

Recommendation: Retain ten (10) years after graduation or after last date of attendance at the university, then dispose of provided no litigation is pending or anticipated.