

1548 Student Health Records

Description: Documents enrolled students' medical histories, and covers all health clinical records in both paper and digital formats kept by the Department of Counseling, Health, and Wellness, including counseling psychiatric records.

Examples: Records may include provider notes, referral letters, release of information agreements, drug test records, immunization records, prescription medication and drug dosage records, diagnosis and treatment documentation, disabilities documentation, medical leave documents, and any related correspondence.

Retention Period: **Retain for 7 years from date of last enrollment, and then securely destroy.**

Authority: 20 U.S.C. § 1232g