

STORAGE / RETENTION OF DRA FOLDERS

STA allows the electronic sharing of DRA information between schools and between panels.

Primary DRA Folders:

Primary DRA folders are to be kept until the end of Grade 4. At the end of Grade 4, the folder and its contents should be shredded unless the student is on an I.E.P. If a student is on an I.E.P. then the folder should be kept until the school based team determines that there is no further value in this information.

Junior/Intermediate DRA Folders:

Junior / Intermediate DRA folders are to be kept until the end of Grade 8. At the end of Grade 8, the folder and its contents should be shredded unless the student is on an I.E.P. These folders should be utilized during the Grade 8 to 9 transition meetings. The two most recent DRA assessments may then become part of the documentation file in the OSR.

The DRA information for all students will be electronically shared if the student enters a new school. It will be used for the purpose of improving instruction.