



**STUDENT SERVICES RECORD(S) ON FILE**

**Student Name** \_\_\_\_\_ **Student ID** \_\_\_\_\_

**Student Services is the office of record for the following student records:**

v	RECORD	Date(s) submitted to Student Services *
	Mental health/alcohol/drug screening tools	
	Alcohol or other drug evaluations	
	Mental health records not maintained in Special Education files	
	Suicide screening tools	
	Threat of violence or harm screening tools	

**All of the above psychological, guidance and counseling records are retained per OAR 166-400-0060(25). The above records are retained electronically by Student Services until the student turns 21 years of age.**

**STAFF PROCEDURES**

1. Place **Student Services Record(s) On File** form in the student cumulative file.
2. \*Scan and email any of the record types listed above to [studentservices@pps.net](mailto:studentservices@pps.net)  
Label the document using the following title format:  
Student ID, Last Name, First Name, Record Type, School.
3. The person who completed the screening (counselor, school psychologist, social workers, administrator/designee) should keep the original document as part of the student’s working file. Working files are stored in a locked filing cabinet until the end of the school year or upon student transition to another school.
4. Contact Student Services ([studentservices@pps.net](mailto:studentservices@pps.net) or 503.916.5460) with questions or to discuss records on file. Upon request, Student Services staff will review records on file and share student information on a need to know basis.