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Commissioner

State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
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Subject: Return of RIAA Students' Datafolios to Parents and Guardians

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The issue of retention of RIAA students' portfolios and datafolios by schools and districts has been raised again this year. As you may recall, RIDE had initially requested that schools and districts keep students' portfolios and maintain them with other permanent school records. In February of 2008, RIDE's policy changed, and schools and districts were asked to maintain the datafolios in a safe and secure place for a minimum of thirty (30) days after receipt of student score reports. This period of time was felt to be adequate to enable schools and educators to review the student's work from the previous year as well as give schools and parents an opportunity to evaluate the student's educational program in light of their assessment results. Schools and districts were free to retain datafolios and portfolios for a longer period of time if specific circumstances warranted and/or to make a copy of a student's datafolio and portfolio for future instruction of the student.<sup>1</sup>

According to feedback from the field, the thirty (30) day retention period has been working well and we see no reason to change it at this time. Therefore, we recommend that student datafolios and portfolios be returned to parents and guardians at any time after thirty days from their receipt of student score reports.

Score reports generated by the Alternate Assessment should continue to be maintained as part of the student's permanent record, per the Secretary of State's Public School Records Retention Schedule LG5.

If you have any questions, please contact:

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<sup>1</sup> Copies of the student's datafolio and portfolio should be destroyed when no longer used for his/her instruction