

Disposal of Health Records

The South Portland School Department stores our students' health records for 6 years after a student's 18th birthday, after which time they are destroyed. A copy of the student's immunization record taken from their SPSD health record is mailed home with their final report card in June after their graduation. It is very important to keep this in a secure place, (and perhaps make several copies), as it may be required for future plans, including post secondary education, passports, and various jobs.