

STUDENT RECORDS

A cumulative folder shall be established for each child who enters school for the first time and should be retained permanently in the school. This folder shall contain a transcript, an academic testing record, a health form and an emergency sheet.

A record of daily attendance shall be maintained in the local school office and these records shall be kept among the permanent records of the institution.

STUDENT RECORDS

The following student records are considered to be permanent records, and must be retained for a minimum of 60 years after a student has transferred, graduated, or withdrawn from the school:

- Student name and address
- Parent (or legal guardian) name and address
- Official birth certificate or certificate of live birth verifying date of birth (school takes copy of the official document for school file)
- Highest grade level attained
- Grades received in each subject area
- Attendance records
- Medical/immunization records
- Academic achievement test scores

The following are considered student temporary records, and shall be retained no longer than their usefulness to the student and the school (generally, no longer than 5 years after a student graduates, transfers, or withdraws from the school):

- Family background information
- Psychological evaluations and test scores
- Personality test results
- Teacher or administrator notes/evaluations/comments
- Parent notes/comments
- Awards, recognitions, recommendations
- Disciplinary records

A standard attendance form for use in diocesan schools is available from the Office of Catholic Schools.

Software programs may also be utilized for keeping attendance records. The Office of Catholic Schools can be consulted for software options.