

## **Record Keeping Policy**

*A statement regarding the school's record keeping policy should be stated in the school handbooks.*

### **Statement of Confidentiality**

All student cumulative (cum) folders and personnel files are maintained in the school office and are kept strictly confidential with access available only to teachers, administration and appropriate personnel. All student cum folders and personnel files are official records, property of the school.

Parents have the right to view their child's cum folder and personnel have the right to access their file. It is appropriate to give a 24-hour notice of request to review a cum folder or personnel file. Any viewing is to be supervised and done in the school office. Nothing may be removed or altered in an official file during a viewing. If there is any question or dispute of contents, the matter must be directed, in writing, to the administrator for resolution. The administration's response should be in writing; both documents to become part of the official record.

All official records are kept for a minimum of three years, or follow State requirements, if regulated.

### **Student Records**

A student cum folder is maintained in the school office, which contains the student's required health records, emergency information, attendance record and all grade level academic records.

A student's cum folder is accessible to teachers and administration only. Teachers are responsible for completing permanent academic records at the end of the school year.

### **Release of Records**

Student records may not be removed from the school office unless the procedure for release is followed:

For teachers: A teacher must sign and date the release of records book in the school office;

For parents: Records may be requested for transfer to another school, or transcripts upon graduation, by completing the required release of records form.

Typically, in a school transfer, the new school will send a request for release of records. In school transfers, the entire contents of the cum folder are transferred to the new school.

Upon graduation, if the student is applying for entrance to the next level of learning, a transcript will be requested by the institution with instructions to send the transcript directly to the school.

*It is not necessary, nor is it recommended that all the above information be contained in a school handbook, but there should be some statement regarding maintenance of records, confidentiality and release of records.*