

MARION SCHOOL DISTRICT 60-3	NEPN Code: JRAA
STUDENT POLICIES & REGULATIONS	

COLLECTION AND MAINTENCE OF STUDENT RECORDS

The purpose of the student cumulative record is to provide a continuous accurate and current record of significant information about a student's performance and growth as the student progresses through the educational system. Cumulative record data is collected for the purpose of providing school personnel information to assist students with their academic and vocational decisions.

The student cumulative records are maintained in the elementary or high school office and consist of a white folder with supplementary folders included as necessary. (Records of special education students are maintained in the special education room). In addition to information maintained in the student's cumulative folders, there may be other information such as emergency cards or health records that are maintained in the office.

The student's cumulative records should be reviewed on an annual basis and any records that are outdated, according to the Administrative Guidelines, should be discarded under the supervision of the building principal. Circumstances for some general and special education students may require keeping records longer than the prescribed time.

A permanent record of each student's scholarship and attendance shall be kept and stored in a safe place where it cannot be destroyed. It must be maintained in an appropriate manner by the school district for seventy-five years after graduation or after the student leaves school, even if the student did not graduate. All other records in the cumulative file may be destroyed five years after the student leaves the school.

1st Read: December 12, 2011

2nd Read: January 9, 2012

Approved: January 9, 2012