

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JO-R
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STUDENT RECORDS

Name of Student

For a variety of reasons, parents or guardians desire to have their children called other than their legal surnames. This is permissible, but shall be done only when it has been ascertained that it is the request of the legal guardian. It shall be our policy to recognize the wishes of the person having custody. However, for future verification and identification, the legal name shall also be included on any permanent type records.

Student Records

A permanent record card shall be made out in the elementary school office for each child entering the kindergarten or the first grade, and for each child entering by transfer from an elementary school or other district. After these cards are made out, they shall be filed in the office of the school in which children are enrolled and shall be available at all times to the teachers of the respective pupils.

The administrative office or homeroom teachers are personally responsible for the entering of all essential data relative to pupils for that particular record card. In addition to the entering of course grades, standardized test results and attendance data, it is very essential that attention be given to the recording of personality traits and social adjustment information.

All permanent records for all school students shall be filed in the offices of the respective schools.

Information recorded on permanent records is confidential and shall not be given to children or become the subject of common gossip.

Withdrawals from the Active Roll

When a pupil withdraws from the class roll after having been entered, a notice of such withdrawal should be sent to the principal of the building at the time of withdrawal. A notation of such withdrawal shall be made at that time by the teacher on the permanent record card, giving date of withdrawal, reason for withdrawal, number of days belonged and attended, and averages of any grades given up to that date. The "w" should be entered immediately in the state register for the date withdrawn.

Request for Cumulative Records

At the time a pupil transfers to a school from outside the district, a request shall be made to the school district requesting all records on the pupil (cumulative records, health records, test scores, etc.).