

PERMANENT RECORDS

The Superintendent of Schools assisted by the professional staff shall develop a system of maintaining and preserving the educational records of the students in the school system.

- REFERENCE -

3.3(10) *Permanent Office Records of Pupils.* Each board shall require its administrative staff to establish and maintain an accurate and complete permanent office record (a pupil record which has a permanent value and which always remains in the files of the school or school district) for every enrolled pupil, and it shall be sent to the officials of the receiving school when the student transfers to another school.

3.3(11) *Cumulative Records of Pupils.* In addition to the permanent office record, the Board shall require the instructional, guidance and administrative personnel to establish and maintain a pupil's cumulative record (a continuous and current record of significant information regarding the progress and growth of a pupil as the pupil goes through school, including such information as courses, school marks, scholastic progress, school attendance, family background, physical and health records, experiences, interests, aptitudes, abilities, honors, extra-curricular activities, part-time employment and future plans. The cumulative record is used to assist professional school personnel in understanding the pupil). A copy of the cumulative record may be sent to the officials of the receiving school when the pupil is transferred, and such copy shall be sent when the pupil or pupil's parents request the transfer of such records.

LEGAL REFERENCE: Iowa Admin. Code 670-3.3(10); 670-3.3(11)
Code of Iowa, Section 68A

DATE OF ADOPTION: May 12, 1982

DATE OF REVIEW: November 21, 2005

DATE OF REVISION:

MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
DELHI, IOWA 52223