STUDENT CUMULATIVE RECORDS

In view of current interest and legislation concerning rights of privacy it seems opportune to outline a few important points about the Cumulative School Records of your child. Some procedures are new; others have been commonly understood for years.

CONTENT

- directory data (from application form)
- grades, standardized test results
- enrollment history (date and teacher's name at each grade level)
- attendance records (times tardy and days absent)
- dates of Baptism, First Communion, Confirmation
- date of entry, graduation, transfer or withdrawal from school
- health records (immunizations, vision and hearing tests, allergies, etc.)
- dated and signed explanatory notes or comments

MAINTENANCE AND UPDATING

- directory data checked annually by school
- directory and emergency data changed upon parental notification to school
- content items added annually by classroom teacher

LOCATION

- Principal's office

ACCESS

- parents
- persons authorized by the parents
- officials listed on Record of Access Form, e.g.,an official of a public private, or parochial school where the pupil intends to enroll on graduation or transfer, and federal or state officials auditing funded programs.

In most instances the substantive matter of the student record is a summary of the report card grades and achievement test scores which are received by you and discussed at parent-teacher conferences. You have a right to see this cumulative record if you choose. Write a note to the principal of the school, and an appointment will be made for you to see the record at a time when a qualified person will be available to answer questions and interpret the recorded data. If you find the record to be inaccurate or incomplete, please give to the principal a written request to change or add data which will correct the record.

If your child transfers to another school, you will receive a form from the new school advising you that they will request us to send them a written transcript of the attendance, achievement and health records gathered here. They will obtain new identifying and directory data on their application forms.

Records may be released with your authorization to persons or agencies other than schools, e.g., reading or testing specialists. Authorization forms are available on request at the school office.

RELEASE OF DIRECTORY INFORMATION

Schools routinely compile student body lists and release directory information concerning students. This has been and will be our common practice. In response, however, to questions raised concerning school records, we offer a brief explanation of directory information outlining its content and use.

The categories of facts listed below are designated as directory information for elementary and secondary schools:

- student's name, address, telephone listing
- date and place of birth
- dates of attendance, certificates and awards received
- participation in school activities and sports
- weight and height of members of athletic teams
- most recent school attended by the student
- dates of withdrawal, re-entries
- graduation

Directory information is released only in response to legitimate interest requests and for purposes approved by the school administrator. Directory information is never given to private, profit-making organizations. **There are a number of organizations associated with a school which have a continuing need for names and addresses of the students they represent, e.g., Parent-Teacher Group Officers and Alumni Associations**. In other cases the release of certain information would generally be considered a benefit to your child, e.g., press release information concerning academic or athletic awards.

If for some reason you request that designated information should not be released without your consent, please submit the request in writing to the principal of the school. If we do not hear from you by **8/26/16** requesting that we not release such information, we will understand that **you consent to the release of Directory Information for your child/children.**