D-115P-CDOP

**STUDENT RECORDS**

A cumulative folder shall be established for each child who enters school for the first time and should be retained permanently in the school. This folder shall contain a transcript, an academic testing record, a health form and an emergency sheet.

A record of daily attendance shall be maintained in the local school office and these records shall be kept among the permanent records of the institution.

In accordance with the Missing Children Records Act (325 ILCS 50/5), each school shall have a system in place to flag student record requests for any current or former student reported as a missing person by the Illinois State Police.

Reviewed 7/2018, 6/2020, 7/2021, 7/2022

Revised 7/2018

D-115

AR-OCS

**STUDENT RECORDS**

The following student records are considered to be permanent records, and must be retained for a minimum of 60 years after a student has transferred, graduated, or withdrawn from the school:

* Student name and address
* Parent (or legal guardian) name and address
* Certified copy of birth certificate
* Highest grade level attained
* Grades received in each subject area
* Attendance records
* Medical/immunization records
* Academic achievement test scores
* Results of federal/state constitution tests (for graduates of 8th grade and high school)

The following are considered student temporary records, and shall be retained no longer than their usefulness to the student and the school (generally, no longer than 5 years after a student graduates, transfers, or withdraws from the school):

* Family background information
* Psychological evaluations and test scores
* Personality test results
* Teacher or administrator notes/evaluations/comments
* Parent notes/comments
* Awards, recognitions, recommendations
* Disciplinary records

A standard attendance form for use in diocesan schools is available from the Office of Catholic Schools.

Software programs may also be utilized for keeping attendance records. The Office of Catholic Schools can be consulted for software options.

**Procedures for Compliance with Missing Children Record Act**

Upon notification by the Illinois State Police of a person’s disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person’s records.

Reviewed 7/2018, 6/2020, 7/2021, 7/2022

Revised 7/2018