

Student Record Cards

Section 1. General. A record of each student's achievements during the time he is enrolled in the East Allen County School system shall be kept by the building principal. Guidelines to follow in keeping such a record shall be developed by the Superintendent.

Section 2. Number of Record Cards Per Student. All students will have one permanent record card on file at the school which they are attending. At the secondary level, three years after graduation or withdrawal, a card printed on Microfiche will be stored in the Pupil Personnel Office. A health record card will also be maintained for each student.

Section 3. New Students. Permanent record cards will be started for all new students who have not previously attended an East Allen County School. If a student has previously attended an East Allen County School, the permanent record card is to be requested from the withdrawal file of the last school attended.

The principal is responsible for securing past school records for years spent outside our local school corporation. This can be done locally by telephone and outside the immediate area by mail. Permanent records received from other school corporations, if kept, shall be maintained in the school office.

The student's permanent record card, grade K through 6, is to be sent with the student to the junior high school. A new card is to be established for grades 7 and 8.

When the student leaves the junior high school, both the elementary and the junior high permanent record cards are to be sent to the high school. Those two cards and the new card for grades 9 through 12 are to be maintained indefinitely at the high school.

Section 4. Recording Grades. The grades recorded on the permanent record cards shall be the average of those grades recorded on the report card.

Section 5. Recording Test Results. The results from tests required by East Allen County Schools are to be recorded on permanent record cards. Other standardized test scores may be recorded when appropriate.

Section 6. Recording Attendance. The actual attendance record, as reported to parents on the grade card, is to be recorded on permanent record cards.

Section 7. Recording Health Information. A separate health record card is to be maintained by the school nurse. This card is to be kept on file in the school clinic. The only health information which is to be recorded on the school's permanent record card is

any illness and/or physical handicap which the classroom teacher should be aware of in order to better meet the needs of students.

Section 8. Permanent Record Cards For School Office. Permanent record cards for those students who transfer during the school year are to be completed and forwarded to the receiving school if it is an internal transfer. (Do not send with the student or parent.) If the transferring school wishes to maintain a permanent record card for the school file, a copy would need to be made prior to forwarding records to the new school.

Permanent record cards for those students who withdraw and enter a different school system are to be filed alphabetically in the individual school's withdrawal file. If the receiving school requests a student's permanent record card, the secretary will send a copy of the permanent record card(s) in accordance with policy and regulation 5124.9.

Individual school permanent record cards and health record cards for students being transferred to a different East Allen County School for the next school year are to be forwarded to the receiving principal within the two week period following the close of school.