



Archdiocese of Seattle, Office for Catholic Schools

STUDENT FILES

1. Official Student Record:

- * Cumulative record card
- ^ Immunization/health card
- + Student body photo
- * Standardized test scores
- * Any signed and dated documentation of parent refusal to seek recommended testing, evaluations, therapy or other student services for the student
- # Report cards
- + Child custody documentation
- + Baptismal and or birth certificate
- + Testing reports, evaluations, etc. administered to assist in the student's education

Note: The parent has the right to review the student record. The school must comply with this request within 45 days. It is advisable to have the parent sign and date the file whenever it has been reviewed. The file is the property of the school, not the parent. If requested, the school may make copies of the file or the parent, but the school should retain the original file.

2. Principal Discipline File:

- > Discipline records
- > Any parent conference documentation, correspondence or phone call memoranda deemed significant to the welfare of the child

3. Principal Educational Issues File:

- > Anecdotal records regarding educational concerns of teachers & principal
- > Any parent conference documentation, correspondence or phone call memoranda deemed significant in determining educational action by the school

Note: While these files are separate from the student's official record file (and should be kept separately) they may be subpoenaed. Therefore, documentation should be factual and should be dated and signed.

Action code:

- > **Destroy once the student has left the school unless legal action is pending.**
- * **Only these items should be kept on file after the student has left the school.**
- # **Destroy once the student has left the school.**
- + **Return to parent/guardian when student leaves the school or destroy.**
- ^ **Send to receiving school when student leaves.**