

Summers County Board of Education**Scope:****Authority:** WVDE Policy 4350.**Adopted:****Amended:** July 20, 2000; May 25, 2005.**Reviewed:** January 10, 2023.**PERMANENT RECORDS**

A cumulative permanent record shall be kept for each pupil enrolled in school. The following information shall be maintained for each student:

- name
- address
- phone number
- name and address of parent or guardian
- birth certificate
- immunization record
- attendance record
- classes attended
- grades received
- grade level completed
- state required achievement testing scores
- for graduates a copy of certificate of proficiency and if applicable warranty
- social security number
- legal custody documentation
- relevant medical information that relates to functioning of student

If a student transfers out of Summers County before graduation, the permanent record shall be kept in an inactive file, but shall remain with the records of the current students in that grade level.

Inactive special education records are to be sent to the county's Special Education Office after copies have been forwarded to the receiving school. Those records that remain inactive for five years will be destroyed.