

	ABERDEEN SCHOOL DISTRICT	NEPN Code: JRAA
	POLICIES AND REGULATIONS	

COLLECTION AND MAINTENANCE OF STUDENT RECORDS

The purpose of the student cumulative record is to provide a continuous accurate and current record of significant information about a student's performance and growth as the student progresses through the educational system. Cumulative record data is collected for the purpose of providing school personnel information to assist students with their academic and vocational decisions.

The student cumulative record is maintained at the building where the student is attending and consists of a manila folder with supplementary folders included as necessary. (Records of special education students in out-of-district placements are maintained at the District Service Center.) In addition to information maintained in the student's cumulative folders, there may be other information such as emergency cards or health records that are maintained in the office of the principal and/or the health office.

The student's cumulative records should be reviewed on an annual basis and any records that are outdated, according to the Administrative Guidelines, should be discarded under the supervision of the building principal. Circumstances for some general and special education students may require keeping records longer than the prescribed time.

A permanent record of each student's scholarship and attendance shall be kept and stored in a safe place where it cannot be destroyed. It must be maintained in a technologically appropriate manner by the school district for one hundred years after graduation or after the student leaves school, even if the student did not graduate. All other records in the cumulative file may be destroyed five years after the student leaves school.

LEGAL REFERENCES:

ARSD 24:43:09:02 Student Records

SDCL 13-3-51 Data Reporting and Record Systems

SDCL 13-3-51.1 Definitions regarding privacy of records

SDCL 13-3-51.2 Information not subject to survey, analysis, or evaluation without consent

SDCL 13-3-51.3 Prohibition against reporting personally identifiable information

SDCL 13-3-51.4 Department to develop security measures to protect personally identifiable information

SDCL 13-3-51.5 Disclosure of aggregate data otherwise allowed

ADOPTED: December 13, 1994

REVISED: January 28, 2002

REVIEWED: June 26, 2006

REVISED: August 11, 2008

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