

**Manchester City Schools
Student Records Maintenance
Administrative Procedure**

The following information is provided relative to the maintaining, access to, and releasing of student records.

MAINTAINING RECORDS

<u>Types of Records Maintained</u>	<u>Location</u>	<u>Person Responsible</u>
Active Cumulative Folders Health Records Scholarship Records	Local School	Principal
Inactive Cumulative Folders: Elementary and Junior High Students Transfers Dropouts	Office of Board of Education	Director of Schools/ Director of Attendance
Inactive Cumulative Folders: Senior High Grades 10-12 Transfers Dropouts Graduates	Local School	Principal
Records of Minor Disciplinary Action	Local School	Principal
Records of Serious Disciplinary Action Resulting in Appearance before Board	Office of Board of Education	Director of Schools
Guidance	Guidance Office Local School	Guidance Counselor

*A cumulative record is maintained for all students. The other records listed may exist for some students.

**Personally identifiable information on a handicapped student may be retained permanently, unless the parent(s) requests that it be destroyed. School officials must give parents notice and an opportunity to review and copy the records prior to destruction of any information. When information is no longer needed to provide educational services to the child, school officials must, upon parental request, destroy all personally identifiable information collected on a student with the exception of the student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed.¹

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