

# Student Permanent Records

## Introduction

- Permanent records are often overlooked but are vital as they are the only image some will have of your school.
- Much damage results because of a lack of knowledge or neglect in correctly establishing and maintaining accurate and professional records.
- There are definite options and variations depending on the school ministry, but there are no excuses for incomplete or partially done permanent records.
- If our student records are valuable and worth doing, then they should be done to the best of our abilities and resources.

## Minimum Standards for Records

1. Student records should be **Complete**
  - a. All forms filed from the previous year.
  - b. All academic progress recorded.
2. Student records should be **Current**
  - a. All information for a student needs to be accurate.
  - b. Best time for recording is when a credit course is completed (high school) or as soon as the year is done. Too much time lapse muddies the mind.
3. Student records should be **Consistent**
  - a. Each student's file should be neat and orderly (same method of subjects and divisions).
  - b. Student records should be professional in appearance.

## Sample of a Student Records File (Suggestions for consistency and efficiency)

1. **Blue Label** - Academic Records (Checklist)
  - Permanent Record
  - Diagnostic Test Results
  - Former School Records
  - Progress Reports
  - Academic Projection for High School Graduation
  - Supervisor Cards
  - Achievement Test Results
  - College Test Results
2. **Green Label** - Medical Records
  - Medical History Form
  - Birth Certificate (copy)
  - Accident Reports
  - Vision Exam Reports
  - Miscellaneous Health Information
  - Immunization Record
  - Physicals (Sports, regular)
  - Dental Exam Reports
3. **Yellow Label** - Student Information and Miscellaneous
  - Student Application
  - Standard of Conduct
  - Interview Form
  - Conduct Violations and Correction
  - Record Release Form
  - Re-enrollment Forms

## **Student Records vs. Transcripts**

1. **Student Records** – Files kept at the school; copies provided to parents 90% of the time
  - Should be stamped "Unofficial Copy"
  - Includes academic progress (Progress Reports, Graduation Projection), Attendance, Medical Records
  - Conduct records are not shared (except with parents or with parental permission)
2. **Transcripts** - Sent to other academic institutions, upon written request
  - A. Copies for Colleges - Include a cover letter with school info and contact name.
    - Current Permanent Record (copy both sides)
    - Fill in college info after a copy is made
    - Latest Achievement Test Results
    - Latest Progress Report
    - Any College Testing results
    - Updated Medical History
  - B. Copies for Other Schools - Include a cover letter with school info and contact name.
    - Current Permanent Record (copy both sides)
    - Fill in school info after a copy is made
    - All Achievement Test Results
    - All Progress Report
    - Any previous school records
    - Updated Medical History

## **Submitting Transcripts**

1. If mailing transcript (use a cover letter)
  - Staple all pages of the records together except the cover letter
  - On first page of transcript use the "Official Transcript" stamp, sign and date
  - Use school stamp on first page, sign and date
  - Use an embossing seal on all pages together
2. If e-mailing transcript - make certain the school/college info is included.
  - Cover letter (school stamp)
  - "Official Transcript" on document
  - Signature of school official & date
  - Keep record of dates & places sent

## **Recommendations** for maintaining professional records

1. Use of Stamps:
  - School Stamp (Name, Address, Signature, Date)
  - "Unofficial Copy"
  - "Official Transcript"
  - Embossing stamp for hard copies
2. Always keep a backup of all Permanent Records off site (Disk, USB Drive or Cloud).
3. Keep Student Permanent Records indefinitely, even if the school closes.

## **Negatives of Not Keeping and Sending Good Records**

1. Not fair to the student and their academic future.
2. Poor testimony for the Christian School.
3. Hurts the integrity of A.C.E.
4. A detriment to the cause of Christ.