

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.