

**RECORD KEEPING REQUIREMENTS**

* **Teacher files**

 **⮚** If a teacher transfers to another parish elementary school, within the Diocese, copies of clearances and applications are sent to the new parish elementary school. If a teacher transfers to a school outside the Diocese, the teacher’s file is kept at the local school.

* **Student Records**

 **⮚ *Roll Slips*** are kept in the school permanently

 **⮚ *Permanent Record Cards*** follow students going to Catholic Schools; cards of students going to public school are kept in storage (copies may be sent to

 public school).

 **⮚ *Health Records*** are to follow the student to their next school

 **⮚ *Absentee Notes*** should be held for the current school year

 **⮚ *ILA and Math Portfolios*** should follow the student to their next school

 **⮚ *Act 90/195*** keep for seven years

 **⮚ *Standardized Tests Record Card*** keep permanently

 **⮚ *Minutes of Faculty Meetings*** keep for one year after the term of the

 former administrator

 **⮚ *Middle State Self-Study and Report of Visiting Team*** Keep permanently

 **⮚ *Reports from the Office of Catholic Education Visitation*** Keep five years

 **⮚ *Building and Asbestos Report*** Permanently

 **⮚ *Lead Report*** Permanently

**SCHOOL CONSOLIDATIONS**

When a school closure takes place**, the Permanent Record Cards/Standardized Test Card, Roll Slips and the Medical Records** of those students who are enrolled are forwarded to the **NEW school**.

All inactive **Permanent Record Cards and Roll Slips** are to be kept at the **New School** in a file cabinet

 The **Permanent Record Cards/Standardized Test Cards** and the **roll slips** are to be preserved permanently.

***Any other information that is in the students’ files should be shredded.***