

Descriptor Term: STUDENT RECORDS

Descriptor Code: JR

Rescinds: JR

Board Approved: 4/04/1988

Previously Approved:

The Gulfport School District requires that a Mississippi Cumulative Folder be kept for each student who enrolls. Contents will include, but not be limited to, the following:

- a. pupil's birth date, as verified by birth certificate
- b. annual attendance record
- c. grades
- d. health information, including immunization records
- e. results of standardized testing required by the State of Mississippi

Active permanent records are to be housed in the school office and kept in binders or folders in a fire resistant storage unit.

To comply with the Family Educational Rights and Privacy Act of 1974, the Superintendent and his/her staff will develop for Board approval written guidelines which specify which District personnel will have access to student records for the purposes of planning, implementing and reviewing students' instructional programs.

The students' permanent record may never be destroyed unless a complete copy is made on microfilm or photographic film and stored in the central depository of the District. The Board of Trustees may order that cumulative folders, exclusive of the permanent records, may be destroyed after the record is inactive for five or more years.

The District requires an annual pupil performance record for each active student to include the following:

- a. a listing of required skills to be mastered in each grade and/or course
- b. a record of mastery/non-mastery of each skill
- c. record is to be completed by the student's current teacher(s) at the end of each school year and will become a part of the student's cumulative folder.

Legal Reference: Mississippi Code 1972; §37-15-3