

## D. STUDENTS

**STUDENT RECORDS**

A cumulative permanent record shall be kept for each pupil enrolled in school. This individual folder shall contain pertinent facts about the pupil. Pupils and teachers shall observe the following regulations pertaining to the use of pupil cumulative permanent record cards:

- (1) The cumulative permanent record card shall follow the pupil through the entire enrollment period, kindergarten or grade one through grade twelve, unless terminated sooner.
- (2) All entries in the cumulative permanent record card shall be made in black ink or black ball point or printed from WVEIS (West Virginia Education Information System).
- (3) When a pupil transfers from one school in the county to another school in the county, his original cumulative record shall be sent to the new school.
- (4) The cumulative permanent record card is never to be sent out of the county. When a pupil transfers out of Raleigh County, a copy of his record is to be sent instead of the original.
- (5) When a pupil terminates his enrollment in Raleigh County, his cumulative permanent record card shall remain on file in the last school attended by the pupil.
- (6) All data about the pupil requested on the cumulative permanent record card shall be filled in as completely as possible.
- (7) The "Comment" sections on the cumulative permanent record cards shall include only factual information which will be of benefit in understanding the pupil and to his welfare. Teachers should avoid comments on pupils which are purely opinions and personal judgments.
- (8) Only school-related information should be recorded on the cumulative permanent record card. This is a school record and not one for the courts, police or welfare departments, or other agencies.
- (9) Cumulative permanent record cards are to be kept in fire-proof locations in the secondary schools and in the safest possible locations in the elementary schools.
- (10) In the event a school is closed, all cumulative permanent record cards (current and inactive) shall be sent to the county guidance office for reassignment to new schools or to be placed on file.

APPROVED: May 25, 2004