

GUIDELINES FOR STUDENTS' RECORDS AND REPORTS

- A. The local school system shall maintain permanent records of each student's placement. The permanent cumulative record is the official record which follows the student through school, K-12. All schools must continue to gather and maintain certain information about students for administrative purposes and for guiding students in proper educational and career directions.
- B. Student records for the purposes stated above shall include:
 - a. Correct course titles, grades, and credits earned.
 - b. Scores on the Louisiana Literacy Assessment (Basic Skills Test) in reading, mathematics, and writing.
 - c. Scores on parish-adopted tests, reading and math mastery tests, and teacher-made screening instruments.
 - d. All evaluation materials and progress reports on students involved in regular placement or in remedial and alternative programs.
 - e. A copy of the letter informing the parents, guardians, or loco parentis of the placement of the student in or removal of the student from either a compensatory or a remedial program.
 - f. The written request of a parent or guardian seeking placement of a student into or the removal of a student from either a compensatory or a remedial program.
- C. Each school shall maintain a record of all promotions, retentions, and remedial placements which have been determined by the promotion policies established by the Lafayette Parish School Board for grades K-12, including student placements into special programs that have been made by placement committees or by counselor/teacher recommendations with parental approval.
- D. Data contained in the student's cumulative folder shall be made available to authorized personnel only (school principals, counselors, teachers, and parish supervisors). Authorized personnel seeking to examine or remove pertinent data must sign a log and indicate the reason for examination or removal. Upon completion of examination or review, the authorized personnel must return all data and again sign the log.

- E. In kindergarten, a report card shall be sent home after the second and fourth six-weeks, as well at the end of the school year, to inform parents of student progress.
- F. In kindergarten through high school, conferences shall be an integral part of the system for reporting student progress to parents. These conferences shall be scheduled on the day or days designed as conference days by the Board. The working hours of teachers and the school staff on conference days shall include early evening hours to accommodate the schedules of working parents.
- G. In all grades other than kindergarten, report cards shall be issued to parents at six-week intervals. At the request of parents, conferences shall be scheduled with school officials, counselors, and teachers to discuss the student's progress and/or placement.

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