

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Student Records, Accessibility and Confidentiality

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that each school establish and maintain a system of pupil records which includes:

- a. A permanent record, the students' official transcript, should contain various demographic information for the student and all of the data to plan for the student's educational needs. It includes annual attendance and educational progress records, standardized test scores, dates of attendance, graduation or transfer, where student transferred, the date and reason if a student is out of school suspended or expelled. This file is to be permanently maintained and stored in a fire-resistant, locked file or safe.
- b. A cumulative record, the student's current and continuous record of progress and growth, should contain courses taken, academic progress, attendance, physical and health records. The file may also contain interests, attitudes, abilities, honors, or extracurricular activities. At the signed request of the parent, a student who has reached the age of 18, or a school to which a student transferred, the cumulative record must be sent.

Disclosure of student records may not be done without parental/guardian or eligible student permission.

Policy Adopted: March 21, 1988

Policy Revised: January 30, 2020
July 30, 2021