

JRA TYPES OF RECORDS

JRA

Student record files shall include but shall not be limited to the following:
administrative, supplemental and tentative record files.

APPROVED: August 6, 1973

AMENDED: January 14, 1991

REVIEWED: January 14, 2002

REVIEWED: April 10, 2012

REVIEWED AND APPROVED: January 14, 2013

JRA-R TYPES OF RECORDS

JRA-R

Information about students that is collected and stored by any school personnel shall be separated into one of the following three classifications:

Administrative Records. This classification includes official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birthdate, sex, race, names, telephone numbers, addresses and places of employment of parents, academic work completed, grades attendance records, withdrawal and re-entry records, honors and activities, date of graduation and follow-up records of a student.

Supplementary Records. This classification includes verified information that is important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information and educational and vocational plans.

JRA-R TYPES OF RECORDS

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Tentative Records. This classification includes useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

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