

Policies

Newport Public Schools

No. 5140

Students – Administrative Policies -

Student Records & Information

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Student Record System

The student record system shall contain the following documents for each student:

Permanent Record Folder

The Permanent Record Folder identifies the student by including the following data: student name, date of birth, age, sex, names of parent or guardian, resident address, telephone number, date enrolled and date left. The Permanent Record Folder will compile the student's grades, standardized test scores and extra-curricular activities.

Attendance Register

The Attendance Register documents the names of all students in the district and records the daily attendance of each student.

Health Record

The Health Record describes the student's general health history by including the following data: student's name, date of birth, sex, immunization dates, name of family physician, surgery dates, injuries, results of vision and hearing tests, results of dental examinations.