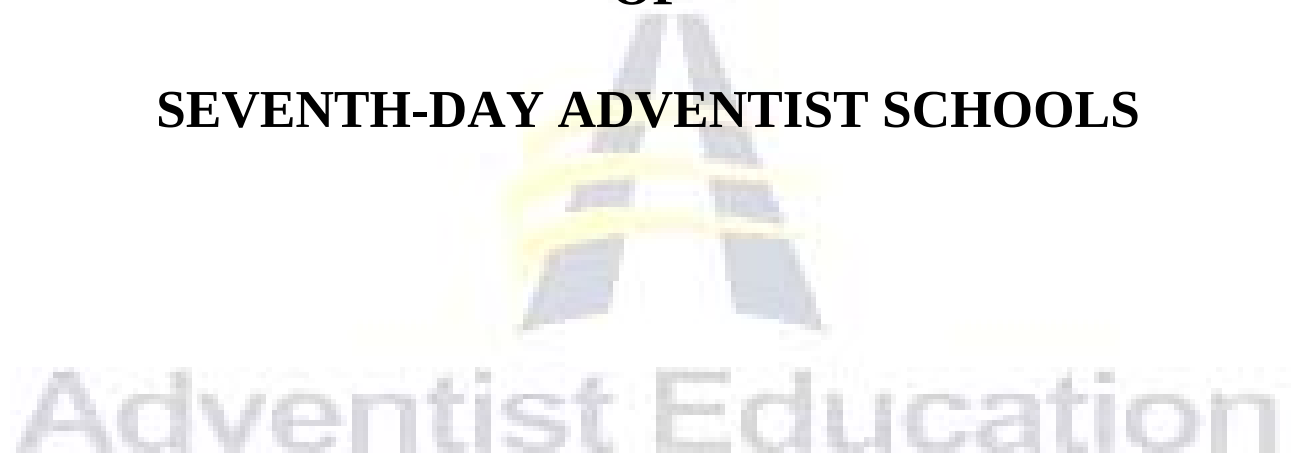


**HANDBOOK FOR SENIOR ACADEMY
REGISTRARS
OF
SEVENTH-DAY ADVENTIST SCHOOLS**



**Atlantic and Columbia Union
Conferences of Seventh-day Adventists
Office of Education**

2010

ACKNOWLEDGMENTS

This *Registrar's Handbook* has been developed to provide registrars and principals with a useful tool in guiding one of the most important operations of a school — the maintenance of records. This presentation also explores some of the areas in which academy registrars typically (or ideally) should function. Registrars take an active role in the formation of academic policies and in the interpretations of these policies. The handbook should help the registrar in his/her role as a decision-making administrator. It also provides a structure for maintaining greater consistency in the functioning of the schools of the Atlantic and Columbia Union Conferences.

Special appreciation is expressed to the following:

The Columbia Union Conference for offering their previous Registrar's Handbook as a template, for hosting a joint registrars' meeting March 2009, and for the work of Dr. Ian Kelly, Columbia Union Associate Director of Education

The Lake Union, Southern Union Conferences and especially the Pacific Union Conference for information borrowed from their handbooks.

The sub-committee of registrars and others that did the final editing:

Judy Hodder, South Lancaster Academy

Jerlene Johnson, Northeastern Academy

Diane Maloney, Greater Boston Academy

Kathleen Wilson-Allers, Bermuda Institute

Additionally, the input by the combined Registrars Meeting, 2010

Please be aware that every effort has been made to correlate the *Registrar's Handbook* with the *Union Education Code*. If there are any conflicting statements between the two documents, the statements in the *Education Code* take precedence.

Sincerely,

Jerrell E. Gilkeson
Associate Director
OFFICE OF EDUCATION

Table of Contents

1010. THE ROLE OF THE REGISTRAR	5
1020. REGISTRAR'S RESPONSIBILITIES	8
1040. CODE OF ETHICS	9
1060. SUGGESTED YEARLY CALENDAR OF DUTIES	10
1080. Admission Policies and Procedures	12
1082 APPLICATIONS	12
1084 APPLICATION PROCESSING	12
1086 ADMISSION PROCEDURE	12
1088 ADMISSIONS COMMITTEE.....	13
1090 EXCEPTIONAL STUDENTS.....	13
1095 PROCESS FOR RECORDING MODIFIED GRADES	13
1100. STUDENT RIGHTS/RECORD REQUIREMENT	14
1105 Summary of RIGHTS OF STUDENTS AND PARENTS TO ACCESS	14
1110 Summary of RELEASE OF INFORMATION TO A THIRD PARTY	15
1120 REGISTRATION	16
1122 REGISTRATION OBJECTIVES	16
1124 PRE-REGISTRATION PROCESS.....	17
1126 REGISTRATION CHECKLIST	17
1128 POST-REGISTRATION RECORDS	17
1130 SCHEDULE CHANGES (ADD/DROP)	18
1132 WITHDRAWAL FROM SCHOOL.....	18
1140 SCHEDULING.....	19
1142 MASTER SCHEDULE PREPARATION	19
1144 INDIVIDUAL STUDENT SCHEDULING	19
1160 ACADEMIC INFORMATION	20
1161 GRANTING CREDIT	20
1162 FIGURING GRADE POINT AVERAGES.....	20
1164 PROGRESS REPORTS/MID-TERM REPORTS	21
1165 GRADE REPORTS	21
1166 INCOMPLETES AND GRADE CHANGES	21
1167 REPEATING A COURSE.....	22
1169 RANK IN CLASS.....	22
1170 VALEDICTORIANS AND SALUTATORIANS, HONORS.....	22
1171 HONORING STUDENT ACHIEVEMENT.....	22
1172 EARLY GRADUATION.....	22
1173 WAIVER PROVISION - SUBJECT-AREA GRADUATION REQUIREMENT (Please see Registrars Manual #1202).....	23
1175 CHALLENGE OF A COURSE FOR CREDIT	23
1176 CORRESPONDENCE COURSES FOR SECONDARY CREDIT.....	23
1177 TRANSFER CREDIT.....	23
1178 HOME SCHOOL (NON-CORRESPONDENCE SCHOOL PROGRAMS).....	23
1179 DISTANCE LEARNING OR CORRESPONDENCE	24
1180 COLLEGE COURSES	25
1182 TRANSCRIPTS/RECORDS.....	26
1183 ISSUING AND SAFEGUARDING OF TRANSCRIPTS.....	27
1184 SCHOOL RECORDS	28
1185 CUMULATIVE FILE.....	29
1186 IMMUNIZATION/MEDICAL RECORDS.....	30
1187 ORGANIZING OF RECORD KEEPING	30
1201 GRADUATION REQUIREMENTS	31
General Diploma Requirements (Minimum) AUCOE Code #2511:05.....	31
College Prep Diploma Requirements (Minimum) AUCOE Code #2512:05.....	32

College Preparatory Honors Diploma Requirements (Minimum) AUCOE Code # 2513:05.....	32
1202 WAIVER PROVISION-SUBJECT-AREA-GRADUATION REQUIREMENT	33
1204 CRITERIA AND GUIDELINES FOR IMPLEMENTATION OF THE WAIVER PROVISION	33
1206 RESIDENCE REQUIREMENTS	35
1208 COMPLETION OF COURSE REQUIREMENTS	35
1210 CHALLENGE OF A COURSE FOR CREDIT (SEE ACADEMIC INFORMATION)	35
1212 CITIZENSHIP AND ATTENDANCE	36
1214 PROFICIENCY (BASIC COMPETENCY) REQUIREMENTS.....	36
1218 GRADUATION CHECKLIST	36
1220 PLANNING	37
1222 DIPLOMAS	37
1224 AWARDS	37
1226 EARLY GRADUATION.....	37
1242 ATTENDANCE PROGRAM	38
1246 STUDENT NOTIFICATION	38
1248 SCHOOL RELATED ABSENCE	38
1252 DISCIPLINE.....	38
1260 INTERNATIONAL STUDENTS.....	39
1262 INTERNATIONAL STUDENT APPLICATION REQUIREMENTS	39
1264 TOEFL - TEST OF ENGLISH AS A FOREIGN LANGUAGE	40
1266 INTERNATIONAL STUDENTS.....	41
U.S. Government-Student and Exchange Visitor Program.....	41
1268 INTERNATIONAL STUDENT TRANSCRIPT EVALUATION	41
1280 REPORTS.....	43
1282 THE COMMON REPORTS ARE:.....	43
1284 OTHER POSSIBLE REPORTS:	43
1300 COLLEGE ENTRANCE REQUIREMENTS	45
1302 ATLANTIC UNION COLLEGE.....	45
1320 GENERAL GUIDELINES CLASS MEMBERSHIP.....	48
1321 FRESHMAN CLASS	48
1322 SOPHOMORE CLASS.....	48
1323 JUNIOR CLASS	48
1324 SENIOR CLASS.....	48
1325 CLASS OFFICE	49
1326 GRADUATING CLASS.....	49
1328 DISQUALIFICATION	49
1330 ORGANIZATION	49

1010. THE ROLE OF THE REGISTRAR

Definition: The Random House Dictionary of the English Language defines registrar as one who keeps the record; an official recorder or an official at a school or college who maintains students' personal and academic records, issues reports of grades, mails out official publications, etc.

This section will explore some of the areas in which academy registrars typically, or ideally, should function. It is designed not as a complete or universal job description because of the magnitude of such a task and because each academy, even within each Union Conference, has specific needs or peculiar situations which would not be served by an externally produced job description.

Class Scheduling: The registrar is involved in class scheduling. Occasionally the principal will develop the schedule, but usually the principal and registrar work together in planning it. It should be remembered that everyone cannot be pleased even some of the time. Regardless of the type of schedule used or the order in which one arranges classes, someone, either teacher or student, will be unhappy and may have a legitimate complaint. The best one can hope to do is to minimize those problems by planning the master class schedule in consultation with teachers. In this sense schedules must be democratically developed, satisfying the needs of the greatest number of people without creating unnecessary difficulties for any student. Some academies develop the up-coming years schedule in the spring as part of the pre-registration process with input from students and faculty. It is good to publish the class schedule for the entire year during the preceding summer so that students may plan their program in advance.

Admissions: One of the major areas in which registrars need to function is that of admissions. Because the registrar is probably the most informed person regarding the academic policies and requirements of an institution, it is likely that he/she will need to interview new or prospective students and their parents prior to their enrollment in the academy. During these interviews he/she will discuss graduation requirements, evaluate a student's record from previous schools (if that record is available at the time), and discuss any potential problems that may rise in meeting the school's requirements. In some academies, the registrar may be called upon to direct or to assist in the recruitment program. In such cases he/she will need to be informed not only about graduation requirements but also about course offerings in the various curricular areas, of the total school program so that he/she can accurately and honestly present the program to prospective students.

Most academies have admissions committees which examine applications for admission and make the final decision regarding students' acceptability in school. The registrar is involved in the admissions process and will need to be closely involved with that committee, serving either as its chairman or secretary. If the admissions process is under his/her jurisdiction, he/she must insure that applications are properly processed and that letters of acceptance or denial are sent to the applicants after their cases have been decided. Letters of denial should be carefully and diplomatically worded.

Academic Advisement: Another major area of concern for registrars is academic advisement. Once accepted, a student must be properly advised regarding the academic program of the school. Unless the academy is very small, the registrar will find it impossible to advise each student personally. Therefore, it seems logical to have faculty members serve as academic advisors to small groups of students.

If this plan is adopted, it becomes the task of the registrar to educate and coordinate the activities of these faculty advisors. The registrar may be shocked to learn that veteran faculty members may have little understanding of graduation requirements, of academic policies or of curricular offerings. If the academy has an in-service program for new teachers, the registrar should be involved in such a program with a presentation concerning the various aspects of the academic program. This should include graduation requirements and academic policies that faculty advisors will need to know. If the academy has pre-school faculty meetings, the registrar should make a brief presentation for the benefit of both new and returning teachers as to any changes that have been made in graduation requirements or academic policies. It is also worthwhile to have the school counselor participate in such session to provide information to teachers for counseling students in proper course selection for various college curricula that have certain secondary school prerequisites. This will, for example, enable teachers to urge students planning health-related careers to take the necessary mathematics and science courses.

With faculty advisors properly informed and their efforts coordinated, they can relieve the registrar of the academic advisement of most non-senior students. There will be some students or parents who request the personal attention of the registrar, and this should be cheerfully given. There may be students with educational records from other schools, from foreign countries or from correspondence programs that will need the personal attention of the registrar for first-time advisement.

With the registrar freed of all but these unusual cases, considerable time can be devoted to the academic advisement of seniors. This process should begin during the junior year, at which time detailed information can be given to each eleventh grader regarding the requirements that must be completed before graduation. This information should be put in writing and a copy of the conclusions sent to the student's parents. In this way there will be fewer surprises during the last few weeks of the school year. If a senior is not going to graduate, the registrar, the student and the parents should know that as early as possible.

It is common for a few students to undertake correspondence courses for both remedial and advancement purposes. The registrar must keep track of these students and in most cases proctor their examinations. If credits are needed for graduation, timelines, and parent communication are essential to avoiding a failure to graduate.

The registrar must evaluate the academic records of all new students and of returning students who have taken correspondence or summer school work outside of the academy. If the registrar is faced with the task of evaluating records of students from foreign countries, one valuable tool is *Patterns of Seventh-day Adventist Education* compiled by Dr. Walton J. Brown of the General

Conference Office of Education. This volume presents a summary of the educational patterns in each country, as well as information about Seventh-day Adventist schools in each country.

Student registration: Student registration is another area of interest for the registrar. He/she works with, or at least assists the principal in the design of the student registration process with the goal of making registration as easy as possible for teachers, students and parents. One of the most important aspects of student registration is adequate academic advisement. The point should be stressed that the registrar can help faculty advisors assist students in carefully planning their academic programs for each academic term. But regardless of how carefully one plans and how much time faculty advisors spend with students, there are going to be mistakes, and the registrar must process any necessary changes in student registration during the academic term.

Record Keeping: The aspect of the registrar's work that is most commonly associated with him/her is that of academic record keeping. This function involves a number of different areas. The registrar must design various academic forms that his/her school uses. He/she must distribute class lists, grade lists, and statistical data, must collect and post grades on student permanent records. It is his/her responsibility to be the custodian of student records and to release those records to schools and individuals upon proper request.

School Catalog: It may fall the registrar's lot to be responsible for, or at least to assist in, the preparation of the school catalog. The registrar may also be called upon to prepare various statistical reports.

Attendance: An area which may fall under the jurisdiction of the registrar is attendance. If the registrar is responsible for the attendance program, he/she must first help to formulate policies that are not only idealistic but also workable. Once those policies have been established, he/she must oversee their operation with whatever clerical staff is given. As part of the attendance program, the registrar must make decisions regarding unusual excuses. Faculty members will want to be informed of the attendance situation of students in their classes, so the registrar must devise a method to do this. Since most states require that the student attendance records be kept in perpetuity, the registrar serves as the custodian of those records, making sure that they are accurately kept and preserved.

General: The successful registrar is able to observe smooth flowing office operations, accurate records easily accessible to the proper people, and a well-informed student populace who, at the end of their four years, will probably thank him/her for sound advice and academic counsel that has enabled them successfully to complete the requirements for graduation.

This is a summary of the responsibilities of the academy registrar. To give a registrar or any other administrator a quick look at the typical duties of the registrar, these duties have been summarized and are listed in the next section.

1020. REGISTRAR'S RESPONSIBILITIES

The registrar is a decision-making member of the school's administration team who is primarily responsible for academic matters. The registrar should take an active role in the formulation, interpretation and implementation of academic policies. In consultation with the principal, the registrar's duties may include:

- Managing, analyzing and recording any student records including: student grades, grade point averages, class standings, and standardized test results.
- Developing and implementing of a master schedule.
- Processing applications and sending letters of acceptance and denial through either the admissions committee or the principal.
- Mailing out information packets, keeping a prospective student list, and participating in recruitment activities such as Academy Days.
- Requesting and evaluating transcripts and records of incoming students as well as releasing records to schools and individuals upon proper request.
- Completing student withdrawal procedures.
- Counseling students concerning their curriculum criteria and graduation requirements on an on-going basis.
- Developing registration procedures.
- Dispersing student progress and grade reports to parents or guardians and organizing Parent/Teacher Conferences in conjunction with Administration.
- Functioning as a member of academic standards, admissions, curriculum, and recruitment committees and on others as needed.
- Filing and maintaining all cumulative and permanent student records.
- Compiling statistical reports. (See section on Reports.)
- Arranging for graduation diplomas, awards, cords, and honors.
- Administering attendance policies and/or recording attendance.
- Processing and maintaining records for international students (SEVIS-Student and Exchange Visitor Immigration System).
- Arranging for proctoring of correspondence tests and/or other testing.

1040. CODE OF ETHICS

The registrars of the Atlantic and Columbian Union Conferences subscribe to the following code of ethics exemplifying those qualities and attributes which contribute to success in the profession:

A belief in and loyalty to the philosophy and goals of the profession and the institutions served.

An understanding of and respect for the civil and human rights and responsibilities of all individuals while supporting and protecting the principles of due process and confidentiality.

Adherence to the principles of equality and nondiscrimination without regard to race, color, sex or national origin.

An ability to represent an institutional perspective without vested interests or personal bias. The courage to experiment with procedures and to initiate policies which support the goals of the profession.

A willingness to be assertive when policies or practices are proposed which seem contrary to the philosophy and goals of the profession and the institutions.

Presentation of the institution's admission criteria, educational costs and major offerings to assist prospective students and their parents in making an informed decision.

A sincere effort to assist in improving educational standards and to evaluate methods so that grading is meaningful in reflecting the academic achievement of students.

A sensitive appreciation of the dynamics of interpersonal relationships when dealing with students, parents, faculty, administration, associates and the public.

A commitment to effective data management systems which will insure the integrity, confidentiality and security of institutional records and an accurate interpretation of such information.

A dedication to the ideals and principles of the Seventh-day Adventist Church in developing students' talents and interests so that they may become responsible contributors to the improvement of the church and society.

A practice of honesty and integrity in all activities.

1060. SUGGESTED YEARLY CALENDAR OF DUTIES

JULY

- ☐ Double check records/transcripts
- ☐ Oversee admissions
- ☐ Request records for new students
- ☐ Plan registration
- ☐ Do senior analyses

AUGUST

- ☐ Communicate registration plans
- ☐ Prepare student schedules
- ☐ Continue admissions
- ☐ Finalize classroom assignments

SEPTEMBER

- ☐ Prepare opening report
- ☐ Check schedules
- ☐ Write and send senior letters (general academic information letters to parents)
- ☐ Double-check immunization/health records

OCTOBER

- ☐ Prepare and distribute progress reports
- ☐ Prepare and distribute Senior Academic Warning letters
- ☐ Prepare and distribute first quarter grades / Update incompletes

NOVEMBER

- ☐ Order diplomas
- ☐ Arrange parent-teacher conferences
- ☐ Prepare and distribute quarterly reports

DECEMBER

- ☐ Prepare and distribute progress reports
- ☐ Prepare the semester examination schedule

JANUARY

- ☐ Distribute semester grades/update incompletes
- ☐ Update transcripts
- ☐ Finalize second semester schedules
- ☐ Update Senior GPA's
- ☐ Distribute quarterly/semester reports

FEBRUARY

- ☐ Analyze Junior transcripts
- ☐ Distribute senior letters, Progress reports

MARCH

- ☐ Analyze Freshman and Sophomore transcripts
- ☐ Distribute third quarter grades/update incompletes
- ☐ Begin awards - Order cords
- ☐ Distribute quarterly reports
- ☐ Send warning letters to Senior parents

APRIL

- ☐ Administer pre-registration class interest survey
- ☐ Distribute progress reports
- ☐ Finalize awards

MAY

- ☐ Finalize Senior graduation reports
- ☐ Prepare master class schedule
- ☐ Finalize graduation plans
- ☐ Prepare and distribute semester examination schedule
- ☐ Coordinate graduation

JUNE

- ☐ Order grade books
- ☐ Collect final grades and teacher grade books; update incompletes
- ☐ Finalize transcripts
- ☐ Send transcripts as requested (ongoing)
- ☐ Finalize master schedule
- ☐ Be sure that person responsible for textbook ordering completes orders.

1080. Admission Policies and Procedures

The following guidelines for admission have been established by the Atlantic Union Conference Office of Education:

Seventh-day Adventist academies admit students of any race, national and ethnic origin and those with physical limitations to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

Students of other faiths are also welcome and are expected to respect, honor and support the religious principles on which the school is founded.

Since the North American Division no longer has percentage guidelines for the admission of non-Seventh-day Adventist students, it is recommended that each local academy board establish policies governing the number of non-Seventh-day Adventist students to be admitted to the school. (Previous policy accepted 25% of total enrollment in grades 1-6 and 20% in grades 7-12.)

1082 APPLICATIONS

The application should be designed to be simple, short and concise to meet the school's needs, and should include the following:

- Information regarding church membership and status of baptism
- A statement on non-discrimination,
- An inquiry of an account balance due at another school (3134)
- An application fee is usually appropriate. Amounts differ from school to school.

1084 APPLICATION PROCESSING

- Check recommendations.
- Admissions Committee acts upon each applicant.
- Acceptance and/or placement may be determined by testing.

1086 ADMISSION PROCEDURE

Admission procedure includes requesting and/or receiving the following records for each applicant:

- Immunization records. (Check state and local laws for admission requirements.)
- A medical examination. Required for all new students and at least one time during grade 9. (An examination within the last school year satisfies this requirement.)

- Cumulative folder and transcript including test score results

1088 ADMISSIONS COMMITTEE

Admissions committees examine applications for admission and make the final decision regarding students' acceptability to the school.

The admissions committee, with the principal as chair, the registrar as secretary, and other personnel as designated by the principal, should meet on a regular basis.

A personal letter of acceptance or denial from the committee chair should be mailed to each student.

After the student has been accepted, confidential material such as recommendation forms should be destroyed. A list of students who apply but do not enroll should be kept for recruitment purposes.

A roster of accepted students should be kept. Any changes in the roster should be carefully noted in order to make a yearly comparative report.

1090 EXCEPTIONAL STUDENTS

Seventh-day Adventist schools may not have specialized personnel and/or resources for the accommodation of students with special needs. However, the schools of the Atlantic and Columbia Unions are encouraged to provide inclusive education for all students. Therefore, when accepting a student who has physical, mental, social/behavioral disabilities, or specific learning needs, the school must determine in consultation with the parent(s) and careful study of student evaluations and test results the accommodations that may be provided for the student and the assessment processes that will be used to monitor academic and/or social progress. If an agreement is reached between the parents and the school, the Registrar, in consultation with the teacher, should prepare a written document which the parents sign, detailing the parents' acknowledgment of the services that the school can provide and the school's commitment to deliver those services to the best of its ability.

1095 PROCESS FOR RECORDING MODIFIED GRADES

The Registrar will record the classification on the student's transcript to read as "modified" for the subject area if significant modification was applied to the student's subject requirements. Modifications need to be made with the approval of the registrar, the REACH Committee or its equivalent, and the Curriculum Committee. With approval of the modifications, the registrar will record the class on the transcript as "modified," e.g., "Modified Biology." (See North American Division REACH manual available through your local Conference Office of Education.)

1100. STUDENT RIGHTS/RECORD REQUIREMENT

Currently, all Atlantic Union Conference schools must comply with the provisions of FERPA and the state or country Education Code. In the absence of codes that relate to private schools, the guidelines of this Manual will prevail. The guidelines apply to all educational records, files, documents and materials which contain information directly related to the student and maintained by the institution or by a party acting for the institution.

Note Appendix A:

Legal Council has offered copies of Massachusetts State Law-Education Code that address the following topics: (Schools in other states should consult the law in those jurisdictions.)

- A. SCHOOL ATTENDANCE**
- B. AGE OF MAJORITY**
- C. PARENTAL CONSENT**
- D. ACCESS TO EDUCATIONAL RECORDS**
- E. DESTRUCTION OF RECORDS**

1105 Summary of RIGHTS OF STUDENTS AND PARENTS TO ACCESS

A student or the parents of a student under 18 years of age (student release signed by student required after 18 years of age) may have access to all the student's educational records except as follows:

Financial records of the parents

Any letter of confidential recommendation filed in the student's education record prior to January 1, 1975, is NOT available to either parent or student.

The term "education records" does not include:

Notes made by educational personnel for their own recall.

Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional acting in a professional capacity, and not disclosed to anyone other than individuals providing such treatment so long as such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

1110 Summary of RELEASE OF INFORMATION TO A THIRD PARTY

Directory information that may be released to the public upon the consent of a student or of a parent/guardian if the student is under 18 years of age includes:

Student's name

Student's address

Student's telephone number

Date and place of birth

Major fields of study

Participation in officially recognized activities and sports

Weight and height of athletic team members

Dates of attendance

Degrees and awards received

Most recent educational institution attended

However, records may be made available to school officials and teachers having legitimate educational interest, officials of other institutions in which the student seeks to enroll (provided such transfer of information is a stated institutional policy), persons in compliance with a judicial order or a lawfully issued subpoena, and persons in an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons. Such information may also be released to those conducting research provided individuals are not identified.

Adventist Education

1120 REGISTRATION

The registrar, in consultation with administration, is usually responsible for the design of the student registration process with the goal of making registration as easy as possible for students, parents and teachers. One of the most important aspects of student registration is adequate academic advisement.

It is the responsibility of the registrar to educate and coordinate the activities of faculty advisors. If the academy has an in-service program for new teachers, the registrar should be involved in the program with a presentation concerning the various aspects of the academic program, including graduation requirements and academic policies. The registrar should make a brief presentation for the benefit of both new and returning teachers as to any changes that have been made in graduation requirements or in academic policies.

1122 REGISTRATION OBJECTIVES

1. Develop a checklist for each student of courses taken and those needed to meet graduation requirements.
2. Survey students for course needs.
3. Offer counseling for students to review their course selections.
4. Develop a schedule in cooperation with those involved with the scheduling.
5. Keep a balance in the size of class sections.
6. Verify all information that is pertinent to student records.

1124 PRE-REGISTRATION PROCESS

1. Survey students for class needs and interests.
2. Complete a master class schedule early in May for the following fall term.
3. Students complete re-application form.
4. During fourth quarter, give students opportunity for private conference review of courses completed and courses needed to meet graduation requirements, and to develop tentative class schedules.

1126 REGISTRATION CHECKLIST

Because procedures in each school vary, the following are suggested items for completion.

1. Financial approval from the business office
2. Medical forms (Consent to Treat, Immunizations up to date, Physicals)
3. Previous school records
4. Student schedules
5. Chapel seats, locker assignments and vehicle registration
6. Book arrangements

1128 POST-REGISTRATION RECORDS

Following registration, compile the following rosters as soon as possible:

1. Course rosters by teacher
2. Class rosters (freshmen, sophomores, juniors, seniors)
3. Alphabetical student schedules for locating students
4. Alphabetical school roster with addresses, phone numbers, etc.
5. Birthday rosters
6. Residence rosters (for boarding school deans)

1130 SCHEDULE CHANGES (ADD/DROP)

Some students will want to make changes even before completing registration, and the registrar should be prepared to take care of these changes in their academic program. Forms should be available for dropping and adding. On these forms, space should be provided for:

1. A place to indicate dropping or adding of classes
2. Signature of the instructor of each course
3. Signature of the registrar
4. Signature of parents. Students should have written permission from their parents or guardians to make any major changes in their programs. However, long distance may make it necessary to accept parent-initiated phone calls for permission
5. The drop/adds will need to be recorded on the office copy of the student's records, teachers' grade sheets, and wherever this information is pertinent.
6. Each school should determine a policy designating the last day a student may initiate adding or withdrawing from a class. A typical schedule might be:
 - a. **Deadline for adding** - two or three weeks after the opening of a semester.
 - b. **Deadline for withdrawing** - during the first four to nine weeks of any semester.
7. The policy on the last day a student may add or drop a class should be published in the school bulletin. After the published date the student may automatically receive a W, WP, WF or NC. A WF may affect GPA.

1132 WITHDRAWAL FROM SCHOOL

Each registrar should publish in the school bulletin a withdrawal procedure. A regular form may be available at the time of withdrawal which would give a progress report and a grade evaluation provided by each teacher of the classes in which the student has been enrolled. The form may also require checking out with and obtaining the signature of specific department heads such as business manager, dormitory dean, librarian, and others.

1140 SCHEDULING

1142 MASTER SCHEDULE PREPARATION

The development of a class schedule is usually a responsibility carried jointly by the registrar and the principal. The specific curriculum requirements, projected enrollment, student preferences, teaching assignments, classroom availability and the unique needs of a particular school must be meshed into a schedule that will satisfy the majority. A serious attempt must be made to meet the needs of the greatest number of people without creating unnecessary difficulties for any student.

If at all possible, a tentative schedule for the complete year should be developed in the preceding spring or early summer so that students may plan their programs in advance. Some schools may have computer programs that assist in creating a schedule giving the information noted in the first paragraph of this section.

1144 INDIVIDUAL STUDENT SCHEDULING

Providing sophomores, juniors and seniors with copies of their check sheets will help students submit their lists of preferred course needs. An evaluation must be made near the end of the first semester to determine potential changes for the second semester.

It may be very helpful to have the students submit tentative schedules in the spring or early summer, needing only modifications during the summer. A completed schedule may be included in their registration packets, simplifying their registration process on registration day.

1160 ACADEMIC INFORMATION

1161 GRANTING CREDIT

Definitions:

One Carnegie unit is equal to 10 semester periods.

One-half Carnegie unit is equal to five semester periods.

Ten (10) semester periods of credit is defined as a minimum average of 200 minutes of class per week for two (2) semesters, with lab classes a minimum average of 240 minutes of class per week for two (2) semesters.

The four-point system should be used to determine the grade point average. It is as follows:

A = 4 B = 3 C = 2 D = 1 F = 0

To take pluses and minuses into account, use the following:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = .7	

1162 FIGURING GRADE POINT AVERAGES

To figure the grade point average for any student, multiply the semester period of credit by the numeric values of the grade, e.g.:

Yearbook Grade "P" (0) x 5 (s.p.) = 0 (honor points)

English I Grade "B" (3) x 5 (s.p.) = 15 (honor points)

Algebra I Grade "C" (2) x 5 (s.p.) = 10 (honor points)

Bible I Grade "A" (4) x 5 (s.p.) = 20 (honor points)

Keyboarding Grade "F" (0) x 5 (s.p.) = 0 (honor points)

Total the credits excluding "Pass" grades (20) and honor points (45), then divide total credits into total honor points ($45 \div 20 = 2.25$).

An "F" is always considered an "F" whether obtained from a Pass/Fail class or a regular class.

Classes that have a grade of Credit or Pass, Satisfactory or Unsatisfactory, Incomplete, Audit and Withdraw are not figured in the GPA.

1164 PROGRESS REPORTS/MID-TERM REPORTS

Teachers should be asked to submit progress reports to the Registrar after the fourth week of each quarter. This does not limit a teacher from sending a progress report more frequently, if necessary. When progress reports are available electronically, records will be available for students and parents to view on a regular basis.

1. Students should receive an official copy of the progress report from the registrar.
2. One copy should be sent to the parent(s) or the guardian(s).
3. One copy should be kept on file in the office.

A list of students receiving D, F or Incomplete may be made up and shared with designated personnel.

1165 GRADE REPORTS

Grade reports should be distributed in the following manner:

1. One copy is sent to the parent(s) and/or guardian(s).
2. One copy is given to the student.
3. One copy is kept for permanent record in the registrar's office.
4. One copy is for the dormitory dean and/or other school personnel as deemed necessary.

1166 INCOMPLETES AND GRADE CHANGES

Incompletes are reserved for the student with extenuating circumstances preventing the student from completing the work on time.

A teacher who gives an incomplete should file with the registrar a contract made with the student indicating the time allowed for the work to be completed and the grade to be given if the work is not completed.

Teachers should change incomplete grades or make changes in other grades in writing prior to the next quarter grading period, and these should be kept on file. The parents and students should receive notification when incompletes are changed to permanent grades.

1167 REPEATING A COURSE

When a course is repeated, both grades should be shown on the permanent record since this is a historical record. Because credit is given only once, only the higher grade should be counted in the GPA and noted. This should be noted on the permanent record.

1169 RANK IN CLASS

Class rank is determined by a listing of students' total cumulative GPA's from highest to lowest. This information should be used only for awards, recommendations and scholarships. Discretion should be used in disseminating this information.

1170 VALEDICTORIANS AND SALUTATORIANS, HONORS

The designation of valedictorian and salutatorian of a graduating class and of graduation honors is to be based on criteria developed by the faculty, adopted by the school board and published in the school bulletin. (Ref: AU Code 2530:93)

1171 HONORING STUDENT ACHIEVEMENT

Where a system of honoring student accomplishment is used, it is not to be limited exclusively to honoring academic or intellectual achievement; commendations for achievement in other areas should be included.

1172 EARLY GRADUATION (Ref: AU Code 2438:05)

1. Any students who will become 18 years old before graduation in a normal four-year program may be accelerated without application of usual criteria except that the student must meet all conference and academy graduation requirements.
2. Criteria for identification
 - a) On a standard achievement test battery, eligible students are expected to have a composite score that places them at the 85th percentile or above.
 - b) Students are required to maintain a cumulative 3.5 grade point average.
 - c) Students should demonstrate initiative, a sense of responsibility, emotional stability, self-control and adequate social adjustment.

1173 WAIVER PROVISION - SUBJECT-AREA GRADUATION REQUIREMENT (Please see Registrars Manual #1202)

1175 CHALLENGE OF A COURSE FOR CREDIT

A student who wants to challenge a course for credit must meet the criteria and guidelines listed in the subject-area curriculum guide.

Challenge of a course for credit should be arranged through the Registrar and the Academics Standards Committee.

1176 CORRESPONDENCE COURSES FOR SECONDARY CREDIT

Limitations on the number of correspondence courses, and the approval of such, are to be established by the Academic Standards Committee and board. Regulations may be governed by factors such as, but not limited to the following:

1. The extent of the current course offerings in the school
2. The individual needs, interests and abilities of the student
3. Conflicts and problems in scheduling
4. State laws stipulating the number of permissible units of credit
5. The accreditation of the schools offering correspondence courses
6. Appropriate deadlines should be set for the completion of correspondence courses.

1177 TRANSFER CREDIT

Transfer credit is accepted as written on the transcript. In any event of questions, the first rule of thumb is to request a course description including topics covered, the amount of time met, and any other pertinent information from the school where the student took the course.

For international students' transfer credit, the first choice is to contact the previous school and talk to someone there who speaks your language and who studied in the United States. Careful evaluation of the transcript is critical.

If a student transfers with honors courses graded on a five-point scale, every effort should be made to determine on what basis the course was given honors status. Your school makes the final determination as to whether honor status will be accepted, and how.

1178 HOME SCHOOL (NON-CORRESPONDENCE SCHOOL PROGRAMS)

The following should be considered when evaluating transfer credit from a home school:

1. Evidence of registration with the State as a home school
2. Documentation of such items as course outline, textbooks, time allotments
3. Placement tests developed in harmony with the *Education Code*
4. Presentation of a transcript of credits earned

Appropriate academic placement:

Appropriate academic placement of a student is a fundamental principle of education. The following factors are to be considered in the grade placement of a student who has not been enrolled in a regular school program through grade eight but who applies for admission as a secondary student in a junior or senior academy:

1. Chronological age
2. Emotional, physical and social development
3. Scholastic achievement as determined by:
 - a. Standard achievement test score
 - b. Report cards or reports of academic programs, if available
 - c. Teacher evaluation of academic readiness for the secondary curriculum

Adventist Education

1179 DISTANCE LEARNING OR CORRESPONDENCE

Reasons for taking classes:

Correspondence courses and summer school courses may be taken for the following reasons:

- For enrichment or remediation, or to provide courses not offered in the school
- To make up a course which was failed
- To help the student achieve college preparatory status

Generally students should not take courses available at their own school from elsewhere because they are trying either to lighten their loads or avoid a teacher. Exceptions to this principle should be handled through the faculty. When continued personality conflicts occur between a teacher and a number of students, the registrar should seek the assistance of the principal to mediate the conflicts.

Recommended distance learning source:

Griggs University
P. O. Box 4437
12501 Old Atlantic
Pike Silver Spring,
MD 20914-4437
(301) 680-6570

Other distance learning schools should be approved by the school / conference curriculum committee.

1180 COLLEGE COURSES

- A. Advanced Placement examinations are prepared and administered by the College Entrance Examination Board in connection with special secondary school courses. Credit is granted for satisfactory performance (level 3) or better.
- B. Extension courses may be offered by a college or university for students with appropriate academic qualifications. Such courses are comparable to regular college courses in regard to content, materials, examinations, and credit, as determined by the college or university. Credit for such courses conducted by secondary school personnel is granted only when prior arrangements for instruction and supervision have been made by the academy with the college or university.
- C. Enrollment in regular college courses is possible, for students who live within commuting distance of the college or university, with the approval of the principal and the academic dean involved. Students must have the prerequisite educational background, and the courses in which they enroll must not be duplicated by courses available at the academy. Tuition charges are determined by the college or university.

1182 TRANSCRIPTS/RECORDS

A transcript is the mandatory permanent pupil record which the schools are required by union policy to keep for every secondary student. Each school shall maintain **indefinitely** all mandatory permanent pupil records or exact copies thereof for every pupil who was enrolled in a program. Such records shall include the following:

1. Legal name of pupil
2. Date of birth
3. Method of verification of birth date
4. Sex of pupil
5. Place of birth
6. Name and address of parent of minor pupil
7. Entering and leaving date of each school year and of any summer session or other extra session
8. Subjects taken during each year, half-year, summer session, or quarter (if quarter classes are offered)
9. If marks or credit are given, the mark or number of credits toward graduation allowed for work taken.
10. Verification of or exemption from required immunizations, Date of high school graduation, equivalent, or withdrawal

Permanent transcript records should be made for all students who enroll, no matter how short a time they may stay. A notation should be made on the record of:

1. The grading period system and grading system
2. The school's accreditation
3. A place for the principal's or registrar's signature
4. Test results (standardized intelligence, aptitude, achievement tests as administered during the student's high school years)
5. The date and place where a transcript has been issued
6. The attendance record (Optional)
7. A space for comments (Optional)

1183 ISSUING AND SAFEGUARDING OF TRANSCRIPTS

A transcript may be issued to another school upon request. When sending the transcript to an individual, for your protection it is best to require a written request from the student, or the parent if the student is under 18.

A transcript, being confidential information about a student, is not issued without the written request of the student if he/she has reached the age of 18 years. The written request should be kept in the student folder. If the student has not reached the age of 18, the parent or legal guardian must request the records in writing. A telephone request, or a request by a relative, is no longer acceptable--it must be in writing from the parent, legal guardian or student. A fee may be charged for multiple copies as determined by the school.

Each school may set up a policy as to how many transcripts are sent out free and what the charge is thereafter.

In order for a transcript to be considered official the signature of the principal or registrar must be affixed. The school seal should be embossed or stamped on the transcript. ***Don't sign original transcripts--only sign copies. Never send original transcripts--only send signed copies.***

There are a number of safeguards that should be exercised in the care of records:

1. They should always be kept in a fireproof vault or file.
2. **No one should be permitted to take a record out of the Registrar's office!**
3. Records should be microfilmed, or otherwise duplicated each year and stored at a second location, such as the conference office. Microfilming is not expensive and it is a protection of records which should not be denied the student.
4. A student may receive an unofficial copy of a transcript (unofficial meaning that it does not have the seal or the registrar's signature and it is stamped UNOFFICIAL).
5. These records should be treated in a confidential manner at all times. All permanent records and grade records should be kept in a fireproof vault or file and should never leave the institution of origin.

1184 SCHOOL RECORDS

1. Records management

The normal operation of the school results in the production and the accumulation of a large volume of files and records of varying degrees of administrative and historical value. In order to preserve documents of permanent value and to avoid the unnecessary preservation of unneeded materials, each school will find it advantageous to establish a records management program.

The principal and/or his designee should evaluate the legal, financial, and cultural value of various types of files and records. Corporate papers and board minutes not only tell the history of an organization, but may be called upon in case of litigation. Many other documents and general files that seem to be of little value beyond their initial retention period grow rapidly in historical value as time passes and may serve future administrators in re-studying issues and problems.

2. Records retention

Each school should establish a **records center** to protect documents from fire, deterioration and unauthorized access.

The record center should have non-current documents or files designated for either short-term or permanent storage. The record center should not be used for the storage of current files which are consulted several times a year in a normal course of business.

A records retention schedule should be adopted by the school board based on the following:

- a. Student permanent records
- b. These records are to be kept indefinitely. (Cf. Atlantic Union Education Code 1686 .)
- c. Student cumulative record (Cf. Atlantic Union Education Code 1522 & 1685.)
- d. The cumulative record for an elementary school student may be destroyed after the date the student would normally graduate from grade twelve. (Some conferences transfer these records to the conference office.)
- e. The cumulative record for a student in grades 9-12 is to be kept for five years beyond the year when the student did or should have graduated from grade twelve.
- f. Vital school records-These records are to be kept indefinitely. These include, but are not limited to: articles of incorporation,

constitutions and bylaws, minutes of boards or governing committees, property records and other legal documents.

- g. Historical material- The materials that have historical significance include, but are not necessarily limited to: faculty and committee minutes, school bulletins, student publications, class composite pictures. These records should be kept indefinitely.
- h. Teacher grade books or equivalent record- Teacher grade books or equivalent records should be kept a minimum of seven years. The board should adopt a policy regarding the status of the class record/grade books or equivalent record beyond seven years

Documents and files stored in the records center awaiting later destruction shall be boxed in such a way as to make clear the dates of their destruction under the provision of a records retention schedule approved by the school board.

Documents and files to be presumed permanent may be kept in hard copy, electronic media or microfilm at the discretion of the board. Storage may be in the same storage facility with less permanent items, but should be physically separated from them and clearly labeled.

Discontinued schools - permanent records

The Conference Office of Education is responsible for the preservation of all records of discontinued schools.

If a new elementary school, junior academy, or senior academy succeeds one that is discontinued, the old records are to be transferred to the new school; otherwise, such records are to be transferred to the Conference Office of Education.

1185 CUMULATIVE FILE

A cumulative record is to be maintained for each K-12 student. Records which the administration considers necessary for the proper guidance of the student are to be placed in this folder and kept in a fireproof safe or vault. They are to be readily available and accessible only to authorized personnel and parents.

Cumulative files should be treated in a confidential manner as they are the property of the parent, or the student who is 18 or older. A log or record is to be kept identifying those persons (except authorized school personnel) or organizations requesting or receiving information from the record. The log or record shall be accessible only to the legal parent/guardian of the eligible pupil and to the registrar.

Year by year material accumulates in the "cum" folder. Each school is to retain cum folders for grade 9-12 in the files for five years beyond the date when the student

graduates from grade twelve. Before a cum folder is sent to another school, the contents should be "purged," retaining transcripts, test results, medical and attendance records. All other records must be destroyed.

1186 IMMUNIZATION/MEDICAL RECORDS

Complete health records, including medical examinations, should be kept by the school nurse or the registrar. Students should not be permitted to remain in school for more than 30 days without having current immunization records on file. Because laws vary from county to county, the registrar should make it a priority to determine from the local county health department what guidelines must be followed.

1187 ORGANIZING OF RECORD KEEPING

Every school has its own system for organizing records. It is recommended to keep separate file cabinets for:

1. currently enrolled students,
2. former students who have attended for the past three to seven years (or whatever the number of years you agree to keep before purging files)
3. any student who ever attended the school.

Adventist Education

1200 GRADUATION GUIDELINES

1201 GRADUATION REQUIREMENTS

Each academy board, upon recommendation of the school's faculty and Academic Standards Committee, establishes the graduation requirements for the academy. Atlantic Union recommends that all senior academies offer two basic diplomas — College Preparatory and General Diploma. It is recommended that a College Preparatory program be offered as the basic course to all Seventh-day Adventist graduates. Differences from these recommended diplomas should be clearly established by the academy board and should harmonize with state graduation requirements.

General Diploma Requirements (Minimum) AUCOE Code #2511:05

A minimum of 22 credit hours and a 2.0 GPA is required for this diploma. Any exception to the GPA must be approved by the school's academic standards committee. The following minimum requirements in the subject areas must be completed:

- A. Bible/Religion: 4 credit hours, or 1 credit for each year of attendance in a Seventh-day Adventist academy or junior academy.
- B. Language Arts (English): 4 credit hours.
- C. Fine Arts: 1 credit hour.
- D. Health: ½ credit hour (or as required by state).
- E. Physical Education: 2 state-mandated requirement credit hours or the equivalent for each year in attendance, as defined by the school curriculum committee.
- F. Mathematics: 2 credit hours (or meet state requirements).
- G. Business/Computer Education: 1 credit hour.
- H. Science: 2 credit hours in 2 lab sciences.
- I. Social Studies: 2 credit hours (or meet state requirements).
- J. Electives: 3½ credit hours to complete the minimum of 22 credit hours.
- K. Community Service: 20 clock hours per year of attendance.

College Prep Diploma Requirements (Minimum) AUCOE Code #2512:05

A minimum of 26 ½ credit hours and a 2.5 GPA is required for this diploma.

- A. Bible/Religion: 4 credit hours, or 1 credit hour for each year of attendance in a Seventh-day Adventist academy or junior academy.
- B. Language Arts (English): 4 credit hours.
- C. Fine Arts: 1 credit hour.
- D. Modern Language: 2 credit hours .
- E. Health: ½ credit hour (or as required by state).
- F. Physical Education: 2 state-mandated requirement credit hours or the equivalent for each year in attendance, as defined by the school curriculum committee.
- G. Mathematics: 3 credit hours (Algebra required or meet state requirements).
- H. Science (Laboratory): 3 credit hours (laboratory science required).
- I. Social Studies: 3 credit hours (or meet state requirements).
- J. Business/Computer Education: 2 credit hours.
- K. Electives: 2 credit hours to complete the minimum of 26 ½ credit hours.
- L. Community Services: 20 clock hours per year.

College Preparatory Honors Diploma Requirements (Minimum) AUCOE Code # 2513:05

- A. College Preparatory Diploma requirements listed above.
- B. Minimum cumulative GPA of 3.25.
- C. At least two credit hours of honors class work that could entail, for example, ½-credit tutorials, seminars, projects, portfolios, or any combination (can be used for electives under the College Prep Diploma).
- D. Research project which includes written and presentation portions (or approved alternative), which is above and beyond the requirements

for any courses that the student is taking or has taken. The school's academic standards committee should set up a time line and criteria to be met by the student for the research project and presentation.

- E. Total credit hours required for graduating with an Honors Diploma are 26½.

1202 WAIVER PROVISION-SUBJECT-AREA-GRADUATION REQUIREMENT

1. The graduation requirements listed above are the minimum expected of each student. However, since the primary concern and focus of the educational program is the welfare of the student, a specific subject-area requirement, except for the Bible/Religion requirement, may be waived or substituted for subject to state requirements when:
 - a. The requirement is unrealistic or unattainable for the student, or
 - b. The student has proficiency/competency in the specific course(s) as assessed by appropriate evaluation.
2. A senior academy may develop and implement a waiver policy based on the following criteria:
 - a. The plans and procedures are developed and approved by the appropriate faculty committees and/or the faculty and are adopted by the school board.
 - b. The minimum number of Carnegie Units is required of each student.
 - c. The criteria and guidelines listed below are used as the basis for implementation of the waiver of a subject-area requirement.

1204 CRITERIA AND GUIDELINES FOR IMPLEMENTATION OF THE WAIVER PROVISION

The following criteria and guidelines identify the basic elements for implementing the waiver provision for a specific subject-area graduation requirement:

Criteria for granting a waiver of a specific subject-area graduation requirement

1. A waiver must be requested in writing by the student and supported by the parent(s) or guardian.
2. Documentation supports the need for a waiver of a graduation requirement which may include, but is not necessarily limited to such reasons as the following:
 - a. The student's composite score on the union-adopted standardized achievement test has been at least three grade levels below actual grade placement for a minimum of three years.

- b. The student has a physical impairment which makes it difficult or impossible to meet the requirement or for the school to obtain valid data on which to evaluate the student's achievement or ability level.
- c. The student demonstrates evidence of a mental alertness as determined by teacher observation over an extended period of time, but observation and testing indicates that there is an impairment which has resulted in a performance problem.
- d. The student has verified by testing a proficiency/competency in a specific course, and it would be in his or her best interest to substitute another course for the specific subject-area requirement. (See 2 b below for details on challenge of a course for credit or exemption.

Guidelines for documenting a waiver of a subject-area graduation requirement for the following:

A student with a learning disability

1. The administration and faculty should identify a student who may have difficulty meeting a subject-area graduation requirement as early as possible after the student has enrolled in a junior or senior academy. This may be done by using such tools and procedures as the following but need not be limited to them:
 2. IEP-if available
 3. Teacher observation of the general attitude and performance of the student
 - a. Evaluation of attendance records, achievement test results, and general academic progress to determine whether the present status is of recent origin or a continuation of problems over a number of years
 - b. Evaluation of parental attitude and support
 - c. Test results on the standardized achievement tests

When the initial evaluation has been completed, the director of guidance services should obtain additional testing results and other data which will identify as accurately as possible a student's actual achievement level.

1. A student who wishes to may challenge a specific requirement for credit or for exemption.

2. A student who verifies proficiency/competency may be granted a waiver of, or challenge credit for, a specific subject requirement.
3. The criteria and standards adopted by the Atlantic Union Conference for verifying proficiency/competency in a specific subject-area are to be used. In the absence of such criteria for a subject-area they are to be developed and approved by the appropriate faculty committee(s) and/or the faculty and adopted by the school board.

Guidelines for recording the waiver of a subject-area requirement on the permanent record

The waiver request form should become a part of the student's permanent record and should include:

1. The specific subject-area requirement to be waived, including the reason for the request.
2. Signatures of the student and the parent(s) or guardian(s).
3. The action voted by the faculty; the documentation for the waiver, if granted; the course substituted, if applicable.

When a waiver of a specific requirement is granted, the following should be recorded on the transcript:

1. The specific requirement that is waived.
2. The date the waiver was voted by the faculty.

1206 RESIDENCE REQUIREMENTS

To qualify for graduation the student is to be enrolled at the school from which he/she wishes to graduate for at least the entire semester prior to graduation. Exceptions for valid transfers must be approved by the appropriate faculty committee(s) or faculty.

1208 COMPLETION OF COURSE REQUIREMENTS

All course work required for graduation is to be completed before the student may receive a diploma. Local states may require students to pass proficiency tests.

1210 CHALLENGE OF A COURSE FOR CREDIT (SEE ACADEMIC INFORMATION)

A student who wants to challenge a course for credit is to meet the criteria and guidelines listed in the subject-area curriculum guide.

Challenge of a course for credit is limited to those subject areas and courses which are so designated in the curriculum guide.

The registrar is to be part of the examination challenge process:

1. Register the student to determine if a challenge examination is possible.
2. Communicate with administration and the teacher
3. Facilitate the examination process
4. Certify the results of the challenge examination
5. Record the results

General guidelines for challenge examination: (consistent with AUC Bulletin)

1. Challenge examination is only permitted in required areas or by special permission
2. The challenge examination must show superior ability in the area covered by the class.
3. A student may not challenge a class prerequisite to one already taken.
4. Unsatisfactory grades earned in a class previously attempted may not be changed by examination.
5. A student may not take a challenge examination for the same course more than once.
6. All challenge examinations must be taken before the student's year of graduation.
7. English 9,10 and PE activity classes can not be challenged.
8. Challenge examination credit from other schools must be reviewed and will usually not be accepted.

1212 CITIZENSHIP AND ATTENDANCE

The student is to maintain satisfactory citizenship and attendance as specified by the local school.

1214 PROFICIENCY (BASIC COMPETENCY) REQUIREMENTS

Check local state requirements for proficiency tests at various grade levels. Some states will have a test that students must take, might take, or other variations to determine students' competency.

1218 GRADUATION CHECKLIST

A graduation checklist should be started for each new student. This should be updated at least once a year, but ideally at the end of each semester. The checklist should be carefully audited at the end of the junior year and reviewed frequently during the senior year. It is recommended that the registrar write to parents of seniors in the fall and at the beginning of second semester during the senior year indicating their student's graduation status. Students should receive a copy of the letter.

See Appendix for sample checklists.

1220 PLANNING

The registrar's involvement in planning of graduation weekend is at the discretion of the school administrator. Registrars should work carefully with administrators to know what the particulars of their responsibilities might be. At the minimum, it is the responsibility of the registrar to see that the diplomas are at graduation ready to be handed to the principal. The registrar should also plan to announce the name of each student as the diploma is handed to him or her.

1222 DIPLOMAS

Diplomas are issued to students who have completed graduation requirements. Local boards should determine policies regarding participation in graduation for seniors who have not completed all requirements and for withholding diplomas for unpaid accounts. Registrars usually order the graduation diplomas. Each school often has a standing contract with a diploma manufacturer. If new to a school, the register should check with the administrator to see what company is being used. The order should be placed in a timely fashion, often in January. It is important that the registrar has the full legal name of each senior so that the diploma reflects this.

1224 AWARDS

The registrar should work closely with the principal to assist in providing GPA's as needed and any other scholastic information. While in some schools it may be the duty of the school counselor to make arrangements for awards, honor cords are usually ordered by the registrar.

1226 EARLY GRADUATION

Early graduation is an option available to a student who wishes to complete the secondary curriculum in less than four years and who meets the following criteria and procedure for early graduation:

1. Criteria for early graduation
 - a. The student has achieved a cumulative grade-point average of 3.5 and continues to maintain the grade-point average following approval as a candidate for early graduation.
 - b. The student has achieved a composite score at the 85th percentile on the Atlantic Union Conference-adopted standardized achievement test.
 - c. Any students who will become 18 years old before graduation in a normal four-year program may be accelerated without application of usual criteria except that the student must meet all conference and academy graduation requirements.
 - d. The student should demonstrate initiative, a sense of responsibility, emotional stability, self-control and adequate social adjustment.

2. Procedure for early graduation

- a. The student is to submit a written request for early graduation to the academy principal. The request is to be submitted as early as possible and no later than the end of the first quarter of the third year. (A request received later than the end of the second year would make it very difficult for a student to arrange for all the courses required.
- b. The request is to be accompanied by the written consent of the parent(s).
- c. The request and the projected courses must have the approval of the Administration.

1240 ATTENDANCE RECORD KEEPING

Accurate records of each student's absences and tardies must be kept by the registrar's office. Absences should be recorded as excused for the following legal reasons: illness, death of a family member, medical/dental appointments, court appointments, and quarantine. Tardy totals should not be accumulated to a transfer of absences.

1242 ATTENDANCE PROGRAM

Each school should determine what classes or appointments are part of the attendance program. Normally such appointments as classes, assemblies, music appointments and chapel are included in the attendance report. Each academy should be responsible for writing and enforcing an attendance program that will be effective for its individual needs. It is generally accepted that three unexcused tardies will be the equivalent of one unexcused absence. Credit in any one class may be forfeited if students miss more than 15% of a class during a semester. All daily absence/tardy and written excused reports that are turned in by the teachers should be kept on file until the end of the year.

1246 STUDENT NOTIFICATION

The registrar should develop a system for notifying students of absences and tardies. Some methods might be posting a list, or issuing an individual slip.

1248 SCHOOL RELATED ABSENCE

When a student is required by the administration to miss appointments, such as for a field trip or public relations tour, it would be well to differentiate between these absences and other excused absences by indicating on the attendance record that these are school-related absences. These absences should not be considered in the established percentage of classes missed.

1252 DISCIPLINE

With many administrators, attendance discipline is considered major discipline. When a student reaches the point of attendance discipline, the administration may remove his/her name from all officer-eligibility lists. When an Honor Roll (Principal's List) is used, the student's name may also be deleted.

1260 INTERNATIONAL STUDENTS

1262 INTERNATIONAL STUDENT APPLICATION REQUIREMENTS

In addition to completing the application form, international students (except students from Canada) may be required to have the following information sent in before consideration can be given for acceptance:

1. It is recommended that a international student have a guardian/host family on the United States mainland. The name, address and telephone number of the U.S. guardian/host family must be sent in with the application.
2. An official copy of transcripts of school credits for all grades from 9th grade and onward must be submitted.
3. Medical:
 - (a) A current immunization record including baby records and a tuberculosis skin test result must be provided by the student.
 - (b) The physical exam form must be completed by a physician and filed with the school.
4. Reference forms should be completed and returned to the school.
5. A student will be considered for acceptance only after the above items have been received.

In order to meet deadlines for visas, passports, and customs processing, prospective students should apply for admission by June 30 to guarantee consideration for the fall semester, or by October 30 for consideration for the second semester.

1264 TOEFL - TEST OF ENGLISH AS A FOREIGN LANGUAGE

The purpose of the TOEFL test is to evaluate the English proficiency of people whose native language is not English.

Facts about TOEFL:

1. It is given at more than 1250 test centers in 170 countries. Contact Educational Testing Services for test center locations.
2. TOEFL scores are required for admission by more than 2400 colleges and universities in the United States and Canada.
3. TOEFL is used by institutions in other countries where English is the medium of instruction.
4. Many government agencies, scholarship programs and licensing/certification agencies use TOEFL scores to evaluate English proficiency.
5. The cost of Friday testing is slightly higher than that of Saturday testing.
6. Universities require a 550 TOEFL score for admission. Most Seventh-day Adventist colleges require 500 or 435 if the student wishes to enter the ESL base program. Most high schools encourage 400+ TOEFL score for admission.

Booklets may be ordered from:

Educational Testing
Service Order
Fulfillment Services
P. O. Box 6154
Princeton, NJ 08541-
6154

Telephone: (609) 951-1100
Monday-Friday, 8:30 a.m. to 4:30 p.m. Eastern Standard Time

FAX: (609) 951-1300

1266 INTERNATIONAL STUDENTS

U.S. Government-Student and Exchange Visitor Program

Student and Exchange Visitor Program (SEVP) acts as the bridge for varied government organizations that have an interest in information on international students. SEVP uses web-based technology, the Student and Exchange Visitor Information System (SEVIS), to track and monitor schools and programs, students, exchange visitors and their dependents throughout the duration of approved participation within the U.S. education system.

SEVP collects, maintains and provides the information so that only legitimate international students or exchange visitors gain entry to the United States. The result is an easily accessible information system that provides timely information to the Department of State, U.S. Customs and Border Protection, U.S. Citizenship and Immigration Services and U. S. Immigration and Customs Enforcement.

Information may be obtained: <http://www.ice.gov/sevis/>

The registrar who is at a school that has international students must be informed regarding compliance with government regulation.

Special attention should be given to initial entry and school transfer. The registrar should contact the local Immigration office for advice and counsel. Information regarding school transfers is included in the section "Admission Policies and Procedures."

FORMS may be obtained from:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402-9325

Telephone: (202) 783-3238
8:00 a.m.-4:00 p.m. Eastern Standard Time

1268 INTERNATIONAL STUDENT TRANSCRIPT EVALUATION

The registrar must evaluate the academic records of all international students from a variety of countries.

Valuable tools are:

1. World Patterns of Seventh-day Adventist Education. Order through the North American Division, Department of Education.

2. The Country Index, Ines Hopkins Sepmeyer, editor. (www.amazon.com)
3. New York Department of Education Evaluating Foreign Transcripts Manual
(Available from the AU Office of Ed., or online
<http://www.semy.org/publications/Evaluating%20Foreign%20Transcripts%20The%20A%20to%20Z%20Manual.pdf>)
4. There are organizations that specialize in this evaluation for a fee.(Example:
<http://www.eres.com/New%20Application--09-29-2009.pdf>)

These books present a summary of educational patterns in each country. The college registrars, academy registrars, or international foreign student advisors are also sources of help in evaluating records from foreign countries.



1280 REPORTS

Many reports are required of the academy registrar. Reports need to be made on time, and should be easy to read and interpret.

1282 THE COMMON REPORTS ARE:

Opening and closing reports (conference forms)

Academy board and constituency reports

Dropout and enrollment reports

Admission statistics

Attendance reports

Grade distribution by teacher and course

Honor roll

1284 OTHER POSSIBLE REPORTS:

Class office/club and Student Association eligibility lists

Tracking of recent graduates

Eligibility lists for honor programs such as National Honor Society

Students receiving D's, F's and Incompletes during any or all grading periods

Various rosters, by alphabet, class, boys' dorm, girls' dorm, village

Names, addresses, phone numbers and birthdays by subject area, etc.

Rosters

Alphabetical lists of entire student body

By grades 9, 10, 11, 12

Boys' Dorm, Girls' Dorm, Village

International Students

Complete name/address/phone

Birthdays

Ethnicity

Class lists (subject areas)

Baptized/non-baptized

Add/Drop

Prospective students

Student names

GPA - entire school

GPA - by class

To make correlations on such matters as test scores or a comparison of grades and SAT/ACT scores, it may be well to enlist the help of the academy mathematics teacher and/or guidance counselors.

See Appendix for sample reports.

Adventist Education

1300 COLLEGE ENTRANCE REQUIREMENTS

While we encourage all our graduates to attend an Adventist college, we need to be informed of the requirements of other schools. A registrar is often an academic advisor. He/she should be capable of informing students of entrance requirements for the schools of their choice. The Atlantic Union College information is presented as an example.

1302 ATLANTIC UNION COLLEGE

Admission Requirements

Atlantic Union College welcomes applications from individuals who choose to combine intellectual integrity and spiritual commitment in their college career. The college encourages application from persons who give promise of benefiting from the educational opportunities offered on a campus which is consciously concerned with Christian principles as understood by the Seventh-day Adventist Church.

Atlantic Union College reaffirms its compliance with Title IX and does not discriminate on the basis of race, color, national origin, disability, age, or sex in admission, employment, or educational programs.

Basic Registration Procedure

1. Complete and submit the application form and fee.
2. Have the guidance counselor, teacher, or pastor submit a personal reference form or letter to the Office of Admissions
3. Submit an official transcript of academic performance, both from academy/high school (or scores on tests of General Educational Development (GED) and all colleges attended.
4. Present evidence of immunization as listed in the college catalogue
5. Take the ACT or SAT pre-college entrance examination and have the results sent to the Office of Admissions.
6. Pay the non-refundable orientation fee to open a financial account and activate the applicant's college ID number.

Basic Competence and Skills

Students must be prepared to study hard, engage in intellectual inquiry, and maintain spiritual commitment.

To receive regular admission status, a student must have a high school or college transfer GPA of at least 2.20 (GED score of 2700) and SAT of 830 or ACT of 17.

Because the language of instruction at Atlantic Union College is English, all applicants are expected to have an adequate knowledge of written and spoken English as a prerequisite for regular and probationary admission.

Recommended Additional College Preparation

An applicant whose first language is not English and who has not completed at least four years in an educational institution where English is the language of instruction needs to submit results for the TOEFL (Test of English as a Foreign Language).

Provisional Standing.

New and transfer students who do not meet the regular admission requirements will be accepted on a conditional status and are usually restricted to 12 credit hours per semester for their first year

Entrance Tests

An applicant must take the ACT (American College Testing Program) or SAT (Scholastic Aptitude Test) pre-college entrance examination and have the results sent to the Office of Admissions. (The exam is not administered on the college campus.) Applicants admitted to Atlantic Union College are classified as Regular, Conditional, Probationary, and non-Degree students. To Receive regular admission status, a student must have a high school or college transfer GPA of at least 2.20 (GED score of 2700) and SAT of 830 or ACT of 17.

High School Proficiency

Mature persons who have not completed high school may be admitted to freshman standing on the basis of a High School Equivalency Diploma. The General Educational Development (GED) test must have been taken in accordance with the current policies for admission into colleges and universities of the state where the applicant took the GED examination. Such applicants will have obtained a minimum total score of 2700 on the GED test with no score of less than 240 in any of the five areas. Students scoring below 2700 will receive conditional acceptance. Students who score lower than 2500 will be denied. The high school class to which the applicant belonged must have graduated before (s) he will be admitted on the basis of the GED test.

Advisement

Students should receive academic advisement regarding their college preparation throughout their high school career. The registrar may be asked to advise, coordinate advisement, and/or supply information for advisement.

Atlantic Union College offers advisement to all students in its territory.



1320 GENERAL GUIDELINES CLASS MEMBERSHIP

Membership in student classes shall include any regular student on the following basis:

1321 FRESHMAN CLASS

All first-year academy students are classified as freshman and are eligible to participate as voting members of the class.

To be eligible for class office, the students must have successfully completed the eighth grade and must meet the requirements for student officers outlined in the *Education Code* and by the local academy.

1322 SOPHOMORE CLASS

Second-year academy students are classified as sophomores and are eligible to participate as voting members of the class as outlined by the local academy.

To be eligible for class office, the student must have successfully completed his freshman year, be taking at least 40 semester periods plus physical education, and meet the requirements for student officers outlined in the *Education Code* and by the local academy.

1323 JUNIOR CLASS

Academy students are classified as juniors and are eligible to participate as voting members of the class as long as they have earned adequate Carnegie Units as outlined by the local academy.

To be eligible for class office, the student must have successfully completed his first two years of secondary school, and must meet the requirements for student officers outlined in the *Education Code* and by the local academy.

1324 SENIOR CLASS

Academy students who will be eligible for graduation at the close of the current school year are classified as seniors and are eligible to participate as voting members of the class.

To be eligible for class office, the student must have successfully completed the first three years of secondary school, be classified as a full-time student, be eligible for graduation, and meet the requirements for student office outlined in the *Education Code* and by the local academy.

1325 CLASS OFFICE

All students applying for or holding a class office must have acceptable academic and citizenship grades.

1326 GRADUATING CLASS

The graduating class is composed of seniors who prior to graduation will have:

1. Met the school's graduation requirements
2. Placed all credits from other schools on file in the registrar's office
3. Removed all incompletes
4. Completed all correspondence work and submitted final grades to the school registrar on or before the date specified
5. Paid all school accounts

1328 DISQUALIFICATION

Any student having unsatisfactory work, grades or citizenship may, at the discretion of the faculty or government committee, be disqualified for participation in certain class functions.

1330 ORGANIZATION

Each school is to provide an acceptable plan for organization of all student classes. This should include details of organization, qualification of officers, social functions, and financial policies.

The purpose of class organizations shall be to provide for religious and social activity, to foster better school spirit, and to offer training for leadership. All classes may be organized anytime during the year with careful faculty direction and under specific regulations.

Appendix A:

(Note: The following documents are examples of Massachusetts State Educational Law and Code. These are offered for reference. The local and current education law and code for each state or country should be referenced for the local academy.)

M.G.L. - Chapter 76, Section 1

Page 1 of 2

The General Laws of Massachusetts

Search the Laws

PART I. ADMINISTRATION OF THE GOVERNMENT

TITLE XII. EDUCATION

CHAPTER 76. SCHOOL ATTENDANCE

Chapter 76: Section 1. Requirements and exceptions

Go To:
[Next Section](#)
[Previous Section](#)
[Chapter Table of Contents](#)
[MGL Search Page](#)
[General Court Home](#)
[Mass.gov](#)

Section 1. Every child between the minimum and maximum ages established for school attendance by the board of education, except a child between fourteen and sixteen who meets the requirements for the completion of the sixth grade of the public school as established by said board and who holds a permit for employment in private domestic service or service on a farm, under section eighty-six of chapter one hundred and forty-nine, and is regularly employed thereunder for at least six hours per day, or a child between fourteen and sixteen who meets said requirements and has the written permission of the superintendent of schools of the town where he resides to engage in non-wage-earning employment at home, or a child over fourteen who holds a permit for employment in a cooperating employment, as provided in said section eighty-six, shall, subject to section fifteen, attend a public day school in said town, or some other day school approved by the school committee, during the number of days required by the board of education in each school year, unless the child attends school in another town, for said number of days, under sections six to twelve, inclusive, or attends an experimental school project established under an experimental school plan, as provided in section one G of chapter fifteen, but such attendance shall not be required of a child whose physical or mental condition is such as to render attendance inexpedient or impracticable subject to the provisions of section three of chapter seventy-one B or of a child granted an employment permit by the superintendent of schools when such superintendent determines that the welfare of such child will be better served through the granting of such permit, or of a child who is being otherwise instructed in a manner approved in advance by the superintendent or the school committee. The superintendent of schools may transfer to any specialized type of school on a full-time basis any child who possesses the educational qualifications enumerated in this section and in the opinion of the superintendent would be benefited by such transfer. The superintendent, or teachers in so far as authorized by him or by the school committee, may excuse cases of necessary absence for other causes not exceeding seven day sessions or fourteen half day sessions in any period of six months. Absences may also be permitted for religious education at such times as the school committee may establish; provided, that no public funds shall be appropriated or expended for such education or for transportation incidental thereto; and provided, further, that such time shall be no more than one hour each week. For the purposes of this section, school committees shall approve a private school when satisfied that the instruction in all the studies required by law equals in thoroughness and efficiency, and in the progress made therein, that in the public schools in the same town; but shall not withhold such approval on account of religious teaching, and, in order to protect children from the hazards of traffic and promote their safety, cities and towns may appropriate money for conveying pupils to and from any schools approved under this section.

Except as herein provided, pupils who attend approved private schools of elementary and high school grades shall be entitled to the same rights and privileges as to transportation to and from school as are provided by law for pupils of public schools and shall not be denied such transportation because their attendance is in a school which is conducted under religious auspices or includes religious instruction in its curriculum. Each school committee shall provide transportation for any pupil attending such an approved private school within the boundaries of the school district, provided, however, that the distance between said pupil's residence and the private school said pupil attends exceeds two miles or such other minimum distance as may be established by the school committee for transportation of public school students. Any school committee

which is required by law to transport any pupil attending an approved private school beyond the boundaries of the school district shall not be required to do so further than the distance from the residence of such pupil to the public school he is entitled to attend.

The school committee of each town shall provide for and enforce the school attendance of all children actually residing therein in accordance herewith.

The terms "permit for employment" and "employment permit", as used in this chapter, shall mean an employment permit referred to in section eighty-six of chapter one hundred and forty-nine.

The General Laws of Massachusetts

[Search the Laws](#)**PART I. ADMINISTRATION OF THE GOVERNMENT****TITLE XII. EDUCATION****CHAPTER 76. SCHOOL ATTENDANCE**

Go To:
Next Section
Previous Section
Chapter Table of Contents
MGL Search Page
General Court Home
Mass.gov

Chapter 76: Section 18. Notice to parent or guardian and meeting with school committee prerequisite to student permanently leaving school; annual report; application of section

Section 18. No student sixteen years of age or older shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notice within a period of ten days from the student's fifteenth consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the school committee or its designated representatives prior to the student permanently leaving school, within ten days after the sending of the notice. The time for meeting may be extended at the request of the parent or guardian and with consent of the school committee or its designated representatives, provided no extension shall be for longer than fourteen days. Such meeting shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative educational or other placements.

The superintendent of every city, town or regional school district shall annually report to the department of education the number of students sixteen years of age or older who have permanently left school, the reasons for such leaving and any alternative educational or other placement which each such student has taken.

The provisions of this section shall not apply to a student who has completed the regular course of education, or apply to a student whose absences have been excused, nor shall this section be construed to permanently exclude a student who wishes to resume his education.

The General Laws of Massachusetts

[Search the Laws](#)**PART I. ADMINISTRATION OF THE GOVERNMENT****TITLE XII. EDUCATION****CHAPTER 72. SCHOOL REGISTERS AND RETURNS****Chapter 72: Section 2. Registration of children; reports**

Go To:
[Next Section](#)
[Previous Section](#)
[Chapter Table of Contents](#)
[MGL Search Page](#)
[General Court Home](#)
[Mass.gov](#)

Section 2. The school committee of each town shall ascertain and record the names, ages and such other information as may be required by the department of education, of all minors residing therein between five and sixteen, and of all minors over sixteen who do not meet the requirements for the completion of the sixth grade of the public schools of the town where he resides. The school committee of each town shall also ascertain the number of pupils, regardless of age, whose parents or guardians are residents of the town and who are enrolled for full-time attendance, in kindergarten and grades up to and including grade twelve, in public and vocational schools and classes in the commonwealth and nonpublic schools anywhere. Whoever, in control of any such minor, withholds information sought by a school committee or its agents under this section or makes a false statement relative thereto, shall be punished by a fine of not more than fifty dollars. Supervisors of attendance, under the direction of the committee and superintendent of schools, shall have charge of the records required by this section, shall be responsible for their completeness and accuracy, and shall receive the co-operation of principals, teachers and supervisory officers in the discharge of their duties hereunder. A card, as prescribed by the department, shall be kept for every child whose name is recorded hereunder. Supervisors of attendance shall compare the names of children enrolled in the public and private schools with the names of those recorded as required herein, and examine carefully into all cases where children of school age are not enrolled in, and attending school, as required by section one of chapter seventy-six.

The annual school committee report shall set forth the number of children recorded as herein required, classified by ages, together with the number attending public or private schools, and the number not attending school, in any given year.

The supervisory officers of all private schools shall, within thirty days after the enrollment or registration of any child of compulsory school age, report his name, age and residence to the superintendent of schools of the town where the child resides; and whenever a child withdraws from a private school, such officers shall, within ten days, notify said superintendent.

The General Laws of Massachusetts

Search the Laws

**PART III. COURTS, JUDICIAL OFFICERS AND PROCEEDINGS IN CIVIL
CASES**

Go To:
[Next Section](#)
[Previous Section](#)
[Chapter Table of Contents](#)
[MGL Search Page](#)
[General Court Home](#)
[Mass.gov](#)

TITLE II. ACTIONS AND PROCEEDINGS THEREIN

CHAPTER 231. PLEADING AND PRACTICE

PRACTICE

Evidence

Chapter 231: Section 85P. Age of majority; legal capacity

Section 85P. Except as otherwise specifically provided by law, any person domiciled in the commonwealth who has reached the age of eighteen shall for all purposes, and any other person who has reached the age of eighteen shall with respect to any transaction governed by the law of the commonwealth, be deemed of full legal capacity unless legally incapacitated for some reason other than insufficient age.

District/School Administration Administration
Education Laws and Regulations**603 CMR 23.00**
Student Records**Section:**

23.01: Application of Rights
23.02: Definition of Terms
23.03: Collection of Data: Limitations and Requirements
23.04: Personal Files of School Employees
23.05: Privacy and Security of Student Records
23.06: Destruction of Student Records
23.07: Access to Student Records
23.08: Amending the Student Record
23.09: Appeals
23.10: Notification
23.11: Monitoring
23.12: Severance Clause
View All Sections

Most Recently Amended by the Board of Education: August 15, 2006

23.01: Application of Rights

603 CMR 23.00 is promulgated to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.
- (2) If a student is from 14 through 17 years of age or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school principal or superintendent of schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c. 71, section 34E, the parent of a student may inspect the student record regardless of the student's age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

23.02: Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

Access shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel shall consist of three groups:

- (a) School administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.
- (b) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (c) The Evaluation Team which evaluates a student.

Eligible student shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the school committee

acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team shall mean the team which evaluates school-age children pursuant to M.G.L. c. 71B (St. 1972, c. 766) and 603 CMR 28.00.

Parent shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, § 34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c. 766) and 603 CMR 28.00.

School committee shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c. 71B (Chapter 766) approved private school.

Student shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to that person's employment by the school committee.

The student record shall consist of the transcript and the temporary record, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The term as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

The transcript shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. These data shall be limited to the name, address, and phone number of the student; his/ her birthdate; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed.

23.03: Collection of Data: Limitations and Requirements

All information and data contained in or added to the student record shall be limited to information relevant to the educational needs of the student. Information and data added to the temporary record shall include the name, signature, and position of the person who is the source of the information, and the date of entry into the record. Standardized group test results that are added to the temporary record need only include the name of the test and/or publisher, and date of testing.

23.04: Personal Files of School Employees

The term student record does not include notes, memory aids and other similar information that is maintained in the personal files of a school employee and is not accessible or revealed to authorized school personnel or any third party. Such information may be shared with the student, parent or a temporary substitute of the maker of the record, but if it is released to authorized school personnel it becomes part of the student record subject to all the provisions of 603 CMR 23.00.

23.05: Privacy and Security of Student Records

(1) The school principal or his/her designee shall be responsible for the privacy and security of all student records maintained in the school.

(2) The superintendent of schools or his/her designee shall be responsible for the privacy and security of all student records that are not under the supervision of a school principal, for example, former students' transcripts stored in the school department's central administrative offices or student records of school-age children with special needs who have not been enrolled in a public school.

(3) The principal and superintendent of schools shall insure that student records under their supervision are kept physically secure, that authorized school personnel are informed of the provisions of 603 CMR 23.00 and M.G.L. c. 71, § 34H and are educated as to the importance of information privacy and confidentiality; and that any computerized systems employed are electronically secure.

23.06: Destruction of Student Records

(1) The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her

graduation, transfer, or withdrawal from the school system.

(2) During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and his/her parent are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary record.

(3) The temporary record of any student enrolled on or after the effective date of 603 CMR 23.00 shall be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system. Written notice to the eligible student and his/her parent of the approximate date of destruction of the record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. Such notice shall be in addition to the routine information letter required by 603 CMR 23.10.

(4) In accordance with M.G.L. c. 71, section 87, the score of any group intelligence test administered to a student enrolled in a public school shall be removed from the record of said student at the end of the school year in which such test was so administered.

23.07: Access to Student Records

(1) **Log of Access.** A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record.

(2) **Access of Eligible Students and Parents.** The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
- (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- (d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

(3) **Access of Authorized School Personnel.** Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

(4) **Access of Third Parties.** Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

- (a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

- (b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a

reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

(5) Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

23.08: Amending the Student Record

(1) The eligible student or the parent shall have the right to add information, comments, data, or any other relevant written material to the student record.

(2) The eligible student or the parent shall have the right to request in writing deletion or amendment of any information contained in

the student record, except for information which was inserted into that record by an Evaluation Team. Such information inserted by an Evaluation Team shall not be subject to such a request until after the acceptance of the Evaluation Team Educational Plan, or, if the Evaluation Team Educational Plan is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:

(a) If such student or parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student record, either student or parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.

(b) The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such student or parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the student or parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

23.09: Appeals

(1) In the event that any decision of a principal or his/her designee regarding any of the provisions contained in 603 CMR 23.00 is not satisfactory in whole or in part to the eligible student or parent, they shall have the right of appeal to the superintendent of schools. Request for such appeal shall be in writing to the superintendent of schools.

(2) The superintendent of schools or his/her designee shall within two weeks after being notified of such appeal (longer should the appellant request a delay) review the issues presented and render a written decision to the appellant, stating the reason or reasons for the decision. If the decision is in favor of the appellant, the superintendent of schools or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

(3) In the event that the decision of the superintendent of schools or his/her designee is not satisfactory to the appellant in whole or in part, the appellant shall have the right of appeal to the school committee. Request for such appeal shall be in writing to the chairperson of the school committee.

(4) The school committee shall within four weeks after being notified of such appeal (longer should the appellant request a delay) conduct a fair hearing to decide the issues presented by the appellant.

(a) School officials shall have the burden of proof on issues presented by the appellant.

(b) The appellant shall have the right to be represented by an advocate of his/her choosing, to cross-examine witnesses, to present evidence, to make a tape or other recording of the proceedings, and to receive a written decision within two weeks after the hearing.

(c) If the appeal concerns statements by an employee of the school committee, such person(s) shall have the right to be present and to have an advocate of his/her own choosing.

(5) Nothing in 603 CMR 23.00 shall abridge or limit any right of an eligible student or parent to seek enforcement of 603 CMR 23.00 or the statutes regarding student records, in any court or administrative agency of competent jurisdiction.

23.10: Notification

(1) At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

(a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.

(b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

(2) In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

23.11: Monitoring

The Department of Elementary and Secondary Education may, pursuant to a request by an eligible student or parent or on its own initiative, conduct reviews to insure compliance with 603 CMR 23.00. The school committee and the specific school(s) involved shall cooperate to the fullest extent with such review.

23.12: Severance Clause

The provisions of 603 CMR 23.00 are severable and should any section be found upon judicial review to exceed the authority of the State Board of Education, the remaining sections shall not be affected.

Regulatory Authority:

603 CMR 23.00: M.G.L. c. 71, 34D, 34E.

Disclaimer:

For an official copy of these regulations, please contact the State House Bookstore, at 617-727-2834 or visit <http://www.state.ma.us/sec/spr/sprin/infocode.htm>

*Massachusetts Department of
Elementary & Secondary Education*

[Print Now | Close Window]

District/School Administration > Administration >

Education Laws and Regulations

Student Records: Questions, Answers and Guidelines

Disclaimer: Some of the information in these documents may be outdated because of recent amendments to the Student Records Regulations. The Department is currently working on updating these documents. Please see the [amended regulations](#) for the current language.

Questions Often Asked About the Student Record Regulations
Summary of Student Record Regulations
Other Relevant Laws

Questions Often Asked About the Student Record Regulations

A. Access to Student Record

1. Do guardians or divorced/separated, foster, or unmarried parents have access to the student record?

A. Yes, according to 603 CMR 23.02, unless a contrary written agreement between parents or a court order governing the rights of such parents is brought to the attention of the principal.

2. May a staff member accompany a parent or eligible student who is inspecting the student's record?

A. Yes. 603 CMR 23.07(2)(c) allows the eligible student or parent, upon request, to meet with school personnel and have the record interpreted. The regulations neither specifically allow nor specifically prohibit the school from requiring persons inspecting student records to do so in the presence of school personnel. In view of the school official's duty to assure the security of all students records, it is reasonable for the school to impose such a requirement, since parents and eligible students have the right to receive a copy of any information in the student record, which they may then inspect in privacy.

3. May a school withhold a report card or diploma from a student who has outstanding school fees or unreturned property?

A. No. Any information that identifies a student individually - including a report card or a diploma - is considered part of the student record, as defined in the regulations. Under 603 CMR 23.07(2), the eligible student or parent is entitled to have access to the student record (including receiving a copy of it) within two consecutive days, unless the requesting party consents to a delay. The regulation does not authorize a school to withhold access to a student record for disciplinary reasons. School districts have other remedies for dealing with students who have outstanding fees or unreturned property.

4. Must a school give the parent or eligible student the original transcript?

A. No. Under 603 CMR 23.07(2)(a) a parent or eligible student is entitled only to a copy of a student record. Therefore a school is not required to give the eligible student or the parent an original record.

5. May employees of educational collaboratives providing services to students with special needs gain access to student record information without prior parental consent?

A. Administrators, teachers and counselors employed by an educational collaborative who are working directly with students in an administrative, teaching, counseling or diagnostic capacity are considered

authorized school personnel and thus may obtain access to the records of the students they work with pursuant to 603 CMR 23.02.

6. May a speech therapist who the school district contracts on a consultant basis to provide services to students obtain access to student record information without prior parental consent?

A. Yes. Professionals who are not employed by the school district but who work directly with a student in an administrative, teaching, counseling and/or diagnostic capacity under an agreement between the school committee and a service provider may obtain access without prior parental consent. Pursuant to 603 CMR 23.02 access is limited to information that is required for them to perform their duties.

B. Access of Third Parties

7. What "directory" information may a school release to third parties without prior consent?

A. Under 603 CMR 23.07(4)(a) a school may release the following information without prior consent: "a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans." However, before the school releases this information it must give public notice that it releases these types of information and it must inform parents and eligible students that they have the right to request that this information not be released without prior consent. This notice may be included in the routine information letter the school publishes under 603 CMR 23.10(1).

8. May a school release student names and addresses to regional vocational schools, county agricultural schools, or other schools or organizations?

A. Yes. 603 CMR 23.07(4)(a) allows, but does not require, a school to release student names and addresses without consent, provided that the school has followed the public notice procedure in that regulation. The regulation would permit the school to release student names and addresses to schools and organizations such as:

- regional vocational schools
- county agricultural schools
- post-secondary schools, colleges and universities
- recruiters for the Armed Forces
- school alumni organizations

Please note that when the school publishes notice of the types of information it may release under 603 CMR 23.07(4)(a), it must allow eligible students and parents a reasonable time after such notice to request that this information not be released without their prior consent.

9. May lists of students in a particular class or on a specific bus be released to a third party, such as a parent organization?

A. Yes. A school may, but is not required, to release the names of students in a particular class, etc., provided that the school has followed the public notice procedure in 603 CMR 23.07(4)(a).

10. May a school district's attorney have access to student records?

A. Yes. A school district's attorney, acting as an authorized agent of the school district, may obtain access to student records without parental consent when access is necessary in connection with the enforcement of federal and state education laws or programs (for example, in relation to legal proceedings in which the school district and the student are parties). 603 CMR 23.07(4)(d) requires that the attorney protect the confidentiality of any information that personally identifies students or their parents, and destroy it when no longer needed.

11. May independent auditors conducting audits pursuant to the Single Audit Act obtain access to

student records?

A. Yes. 603 CMR 23.07(4)(d) permits school districts to designate independent auditors, conducting audits under the Federal Single Audit Act, as their authorized agents in connection with the audit or enforcement of federal and state education laws or programs. The designation should be made in writing, should include a statement designating the particular auditor as an authorized agent of the school district for the purpose of conducting the audit, and should incorporate the requirement that any data collected must be protected in a manner that does not permit personal identification of individuals by anyone except those designated, and must be destroyed when no longer needed.

12. May a school release student record information to the Department of Social Services (DSS) in cases of suspected child abuse?

A. Section 51A of G.L. c.119 requires mandated reporters (including teachers and other school personnel) to report cases of suspected child abuse or neglect to DSS. Section 51B requires mandated reporters to disclose to DSS, upon request, any information that may be relevant to an investigation of a case of suspected abuse or neglect. See 603 CMR 23.07(4)(c) and (e).

13. May school officials notify the police if a student brings a gun or other dangerous weapon to school?

A. Yes. In fact section 37L of G.L. c. 71 requires school department personnel to report any incidents involving a dangerous weapon to the chief of police and the Department of Social Services. 603 CMR 23.07(e) allows school officials to disclose information about a student to appropriate parties without consent, in connection with a health or safety emergency.

14. What should school officials do when student records are subpoenaed?

A. 603 CMR 23.07(4)(b) requires school officials to make a reasonable effort to notify the eligible student or parent before they comply with a lawfully issued subpoena or court order to produce student records.

15. What information may a school provide to the Department of Public Safety's Bureau of Special Investigations (Bureau) in cases of welfare fraud investigations?

A. Under G.L. c. 22, s. 15D(9) the Bureau may inspect enrollment and attendance records of any student who is being investigated for welfare fraud or any student who is the child, ward or dependent of someone who is being investigated for welfare fraud. The law prohibits the Bureau from obtaining access to academic, medical and evaluative records.

16. May a school release a student's attendance records to the Department of Transitional Assistance?

A. Yes. Under the Welfare Reform Law, in order to receive benefits under the Transitional Aid to Families with Dependent Children Program, children under the age of 14 must meet specific school attendance requirements. The school may release attendance records to DTA under 603 CMR 23.07(4)(a).

17. What should school officials do when they are notified by the police that a former student has been reported missing?

A. The student record of the missing student should be marked to indicate that the student has been reported missing, and the school should notify the police whenever there is an inquiry regarding the records. See 603 CMR 23.07(4)(f).

C. Amending the Student Record

18. May an eligible student or parent request that an individual course grade or grades be withheld when the student's transcript is released to a third party?

A. Yes. The eligible student or parent may make such a request, but the school is not required to honor it, if the third party receiving the transcript would reasonably assume that the transcript is complete. On the other hand, the school should honor a request to release or withhold a certain category or categories of courses or grades if the third party would not reasonably assume that the transcript is complete. For example, the eligible student or parent may request that only the student's math and science grades, or only the student's grades since ninth or tenth grade, be released.

D. Destruction of Student Records

How long should schools keep the records of students who graduated many years before the Student Record Regulations went into effect?

A. The records of students enrolled before February 1975 are not subject to the regulations. Therefore, it is in the school district's discretion to decide how long to keep such records. In keeping with the intent of 603 CMR 23.06, however, the time limit for destruction of the record should probably be not less than sixty years for a transcript and not more than five years for the temporary record.

May a school district "destroy" a student's temporary record within five years of the student's graduation, transfer or withdrawal by handing over the only copy to the eligible student and/or parent?

A. Yes, as long as the eligible student or parent is notified in writing that this is the only copy and that this is the school's method of disposing of the record, in accordance with 603 CMR 23.06(3).

Is an announcement in the local newspaper of the destruction of the temporary records of students who have left the system adequate notification to the former students and parents?

A. Generally, no. 603 CMR 23.06(3) requires written notice to the student and parent, which is not satisfied by publication in a local newspaper unless the paper is sent to all parents and students. A preferable method of notification would be an announcement included in whatever information packets go out to graduating students. Students who leave the system at other times should receive the notice at those times.

Are there any situations in which a school should maintain copies of a student's temporary record for more than five years after the student has left the school system?

A. Yes. The School Finance Regulations require school districts to maintain school registers, pupil census, IEPs, and other documentation to support data reported to the Department of Education on the annual End of Year Pupil and Financial Report for seven years after its submission. See 603 CMR 10.21(9). Any records that are the subject of an audit or investigation should be maintained until the audit or investigation is complete. In addition, where school health personnel administer immunizations to students, Federal law requires that documentation of immunizations be retained at least 10 years following the end of the calendar year in which the vaccine was administered.

E. Confidentiality

23. Is the process of determining selections for the National Honor Society and other awards subject to the confidentiality requirements of the Student Records Regulations?

A. Under 603 CMR 23.07(3), authorized school personnel may obtain access to student records without consent when they need access to perform their duties. Any written material produced or introduced (even from the personal files of school employees) during the selection process becomes part of the student record if it individually identifies the student and is kept by the school. The material is then subject to the regulations, including the right of an eligible student and parent to obtain access and the prohibition against releasing the information to third parties without consent.

24. What procedures must be taken to ensure confidentiality if the student record is computerized?

A. Computerized records are subject to the same restrictions regarding confidentiality and access as any other form of student records.

F. Tests and Test Scores

25. Are tests, completed by a student and containing his/her name, protected under these regulations?

A. Yes. Any information that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth, is part of the student record. If the school system plans to administer the exact same test to these students or their peers in the future, or if the same test is used in neighboring school systems, the test questions should appear on a separate sheet that does not contain the student's name.

26. Must schools release average or mean S.A.T. scores?

A. Yes. Anonymous statistical information or anonymous data that do not individually identify students are not considered part of the student record and may be released under the Student Records Regulations. Moreover, an advisory by the Supervisor of Public Records determined that average S.A.T. scores fall under the definition of public records and are subject to the Public Records Law.

27. Are test protocols considered part of the student's special education record?

A. The answer depends on the circumstances. The protocol of a test, usually administered by a school psychologist (most frequently as part of a student's evaluation for special education) may include standardized test scoring forms; student answers, drawings and verbal responses noted by the tester; and the tester's written observations of student behavior. If the test protocol individually identifies the student, and is accessible to other authorized school personnel or third parties, then it is considered part of the student record, and the eligible student or parent has access to it under 603 CMR 23.07(2). However, if the protocol does not individually identify the student, it is not considered part of the student record. Furthermore, it is not considered part of the student record even if it does identify the student, provided that it is kept in the tester's personal files and is not released, in whole or in part, to authorized school personnel or any third party. In those cases, it is permissible but not required to share the protocol with the parent or eligible student.

G. Student Health Records

28. What record keeping procedures should be followed by school nurses with respect to student health records?

A. Student health records are part of a student's temporary record and as such are protected from disclosure to third parties without the written consent of the eligible student or parent. These records are accessible to the eligible student, the student's parents or guardians and authorized school personnel.

Massachusetts public health laws provide special confidentiality protections for certain health records. For example, under G. L. c.111, s.70F, a health care provider cannot disclose information about an individual's AIDS/HIV status without specific, informed, written consent of the individual. Therefore, it is recommended that school nurses keep this information in a separate confidential part of the health record, as personal nursing notes. Under 603 CMR 23.04, information that is maintained in the personal files of a school employee is not part of the student record if it is not accessible to or revealed (written or orally) to authorized school personnel or third parties. The information may be shared with the student and with a substitute or replacement nurse without becoming a part of the student's temporary record.

For further information on procedures regarding AIDS/HIV status please see Updated Medical Policy Guidelines: Children and Adolescents with HIV Infection/AIDS in School Settings, Massachusetts Department of Public Health, August 1991.

29. Should special record keeping procedures be followed with respect to student health records that are maintained by the school physician, or in a health clinic that is affiliated with or based in a school?

A. A physician's records, including a school physician's records, regarding treatment are confidential and may not be released to anyone without either the written consent of the parent (or the student in instances where the student consents to treatment), or a proper judicial order. Records kept by a school-based health clinic operating as a satellite health center are considered medical records of that health center and are subject to medical records regulations, not Student Record Regulations.

H. Transfer of Records

30. Must the school obtain consent from the eligible student or parent before forwarding a student's record to a new school?

A. No. Under 603 CMR 23.07(4)(g) consent is not required to forward a transferring student's records to the new school if the school the student is leaving provides notice that it forwards student records to the new school when a student transfers. This notice may be included in the routine information letter required in 603 CMR 23.10.

31. When a student transfers from one school to another, what records must be provided to the new school?

A. Under section 37L of G.L. c.71, any student transferring into a new school district must provide the new district with "a complete school record," including but not limited to, "any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act." 603 CMR 23.07(4)(g) allows a school district to release the entire student record of a transferring student to the new school without prior consent, provided that it gives notice that it forwards student records to other school in which the student seeks or intends to transfer. This notice may be included in the routine information letter required under 603 CMR 23.10(1).

32. Should a student's health record be sent to the new school when a student transfers?

A. Yes. However, because student health records may contain information that is particularly confidential, the health records of a transferring student should be sent by the school nurse of the school the student is leaving directly to the school nurse of the new school.

I. 18 Year Olds

33. May a student who is eighteen years of age limit his/her parents' rights under these regulations?

A. Yes, except that a parent always retains the right to inspect the student records pursuant to G.L. c. 71, s. 34E. A student who is eighteen years of age or older, may exercise the rights referred to in the regulations, without restriction. The student's parent may continue to exercise the rights, until expressly limited by the adult student under 603 CMR 23.01(3).

J. Teacher Notes

34. Does an eligible student or parent have access to information about the student that is contained in the teacher's grade book?

A. Perhaps. The school system may determine whether a teacher's grade book is part of the student record or part of the teacher's personal files. If the grade book is part of the teacher's personal files, the book cannot be accessible or revealed to other school personnel or third parties, except for substitute or replacement teachers during the school year. The teacher may share information in the teacher's personal files with the student or parent, but the regulations do not require the teacher to do so.

K. Teacher Recommendations

35. Are recommendations by teachers and counselors part of the student record? May access by the parent and eligible student be waived?

A. Yes, to both questions. A recommendation that is released to a third party becomes part of the student record and is subject to all the provisions of these regulations, including the right of access by eligible students and parents. However, the parent and eligible student may waive their right of access to the letter of recommendation. To be valid, a waiver of the right of access must be in writing, freely given and not coerced. The school may not require the waiver as a condition for providing the necessary recommendations for college application.

L. Fees

36. May schools charge a fee for providing copies of student records to parents or eligible students?

A. 603 CMR 23.07(2)(a) allows schools to charge a reasonable fee, not to exceed the cost of reproduction. However, schools cannot charge a fee if charging a fee would prevent the parent or eligible student from exercising their right to inspect and review the records.

37. What "reasonable fee" may schools charge to cover the cost of reproducing student records?

A. The Student Record Regulations do not mandate a maximum fee per page as photocopying rates may vary from town to town, depending on local facilities. However, the cost of reproduction cannot include the cost of secretarial time spent locating, copying, and refiling a record. Although the maximum allowable fee of \$.20 per page for providing copies of public records is not applicable to student records, it is useful as a guideline as to what constitutes a reasonable fee.

M. Closed Schools

38. What procedures should be followed to maintain student records when private or public schools close permanently?

A. Pursuant to G.L. c. 71, s. 34G, when a private school closes, the records of students shall be transferred to the school the students will be attending. The transcripts of all other students, including those of former students, shall be transferred to the Department of Education. Notification should be sent to students regarding the new location. In the case of a public school, the records should be transferred to the school department's central administrative offices and maintained in accordance with 603 CMR 23.06.

N. Private Schools

39. Are private schools subject to any of these regulations?

A. Generally, no, since the regulations apply to student records maintained by public elementary and secondary schools in Massachusetts. However, private day and residential programs that provide publicly-funded special education services are required to comply with the Student Record Regulations. See 603 CMR 18.05(11). In addition, a separate statute, General Law, c. 71, s. 34A, requires any educational institution (public or private) in Massachusetts to provide to any student or former student a written transcript of his/her record as a student.

Next >

Appendix B: Longevity and Disposal of Record Chart (re-type)

Records – School and Student		Longevity and/or Disposal of School Records		
		To be kept in a safe place	Destroyed	Transferred
a.	Historical records – these include faculty and school committee minutes, school bulletins, student publications, class composite pictures	<i>To be kept in a locked, fire-proof vault or cabinet</i> Indefinitely		
b.	Vital school records – these include school board minutes, articles of incorporation, Constitution and Bylaws, property records, and other legal documents	<i>To be kept in a locked, fire-proof vault or cabinet</i> Indefinitely		
c.	Student admissions-related records • student application • letters of recommendation • financial contract, etc		When a student has graduated from the school	
d.	Student permanent records, including student's name, date and place of birth, gender, scholarship, attendance, parent information & verification of immunizations or waiver.	<i>To be kept in a locked, fire-proof vault or cabinet</i> Indefinitely		
e.	Student cumulative folder – K-8 <i>(Supplied by the PUCOE)</i> • ITBS test results • Photo of student • Yearly progress report • Reading record card • Record of recommendation for retention, acceleration, special education • Verification of place and date of birth	<i>To be kept in a locked, fire-proof vault or cabinet</i>	After the date the student would have graduated from grade 12	• Mailed promptly to requesting school • Must have written request of parent • Remove anecdotal documents or student discipline related information before transferring folder



f.	Health records <i>(Supplied by the PUCOE)</i> • All health related records • Current “Consent to Treatment” forms • Verification of immunization or waiver	<i>To be kept in a locked, fire-proof vault or cabinet</i>	(Keep with cum folder) After five years beyond the year when the student did or should have graduated from grade 12	• Can be forwarded to another school or conference • Can be given to whomever signed as parent/guardian
g.	Student cumulative folder – 9-12 <i>(Supplied by the PUCOE)</i> Contains those records that the administration considers important for the guidance of students including: • ITED scores • Other standardized test scores • Transcripts		After five years <i>beyond</i> the year when the student did or should have graduated from grade 12	• Mailed promptly to requesting school • Remove anecdotal documents or student discipline related information before transferring folder • Must have written request of the student or parents if the student is under 18 years of age
h.	Teacher’s grade book or electronic grade book – K-8	A minimum of one year	To be destroyed after prescribed time period	
i.	Teacher’s grade book or electronic grade book – 9-12	A minimum of seven (7) years	To be destroyed after prescribed time period	

“Cumulative records” are those of a student who is currently enrolled.

“Permanent records” are those of a former student who is no longer enrolled due to graduation, dismissal, withdrawal, or death.