

CUMULATIVE FOLDER and PERMANENT RECORD

The Cumulative Folder

Cumulative folders are to be maintained for each student currently enrolled in a school.

The Cumulative folder shall contain: (a) student's legal name address; (b) date of birth, as verified by certificate; (c) record of daily attendance; (d) courses taken and grades earned; (e) immunization record; (f) results of standardized tests required by the state; (g) date of withdrawal or graduation; and (h) social security number (optional).

This shall also include other information indicated in the policies of the governing board or as prescribed by the State Board of Education.

The cumulative folders of students who transfer or who are promoted to another school within the district or a non-district school shall be visually inspected, prepared and sent to the receiving school after a formal request has been made by the head of school or his/her official designee following specified instructions in the Mississippi Cumulative Folder and Permanent Records Manual of Directions and Standard Operating Procedures of the school district.

The Permanent Record

Original permanent records shall be kept in perpetuity within the school district for every person who has enrolled or is enrolled in a school.

The permanent record shall contain: (a) student's legal name address; (b) date of birth, as verified by certificate; (c) record of daily attendance; (d) courses taken and grades earned; (e) immunization record; (f) results of standardized tests required by the state; (g) date of withdrawal or graduation; and (h) social security number (optional).

Active permanent records are to be maintained in a secure and fire-resistant location in each school until the student withdraws or graduates at which time the record may be transferred and/or placed digitized film or microfilm in a central, fire resistant depository.

The school board shall adopt policy and approve guidelines indicating how student records are to be collected, maintained, and disseminated as required by these regulations, Miss. Code Ann. §§ 37-15-1 through 37-15-3 of the and the Family Educational Rights and Privacy Act of 1974, as amended 20 USC Section 1232. Permanent and active cumulative records of a school which closes shall be transferred to the central office.

SOURCE: Jackson Public School District, Jackson, Mississippi
LEGAL REF: Miss. Code Ann. §§ 37-15-1 and 37-15-3
DATE: November 27, 1978
AMENDED: July 21, 1986
October 15, 2019
REVIEWED: July 12, 2016
September 18, 2018
September 3, 2019
September 17, 2019