

## CLARK COUNTY SCHOOL DISTRICT REGULATION

5125

### STUDENT RECORDS

- I. At the time of enrollment, a cumulative record file folder is to be established for students new to the Clark County School District. Details of initiation and maintenance of the appropriate forms for each grade are specified in the Student Accounting Manual.
- II. Procedures and details for the establishment and maintenance of secondary student records and transcripts are specified in the Manual For Registrars and Counselors.
- III. Information from a student's permanent record is not to be released unless positive proof is provided that the person seeking the information is authorized to have it. Permanent records of students are confidential and are not available for inspection by unauthorized persons. (See Regulation 5125.1.)
- IV. At the end of the school year, elementary teachers will record final grades and the attendance data on an OMR form to be used by the Information Systems Department in generating the appropriate records for the following year. Kindergarten attendance and a notation of satisfactory or unsatisfactory progress is to be manually recorded on the appropriate records for the following year. [Self-adhesive grade labels are generated for sixth grade students at a junior high school.]
- V. Self-adhesive labels are generated for middle and senior high schools for standardized tests and teacher recorded grades. These labels are to be placed on the appropriate form.
- VI. When a student withdraws or transfers, cumulative folders are checked for inclusion of all records identified in the Student Accounting Manual. A statement indicating money owed and reason for debt, if the student left school owing for lost books, property damage, or other reasons should be included.
- VII. Retention or disposal of records shall be in accordance with the provisions as set forth in Regulations 3620 and 3621. Provisions for establishing, maintaining and disposing of Student Support Services folders will be provided by the Student Support Services Division.

Review Responsibility: Instructional Division  
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