

CUMULATIVE RECORDS

1. A cumulative record FORM SAF-1 shall be maintained for each student from entrance into school through the twelfth grade. It shall contain pertinent information on school progress and other data which may contribute to an understanding of the student. Its contents and procedures shall be maintained in chronological sequence.
2. All material in each cumulative record shall be treated as confidential and shall be directly accessible to the professional staff of the schools only.
3. Such records shall be kept under lock and key and shall not be removed from the building.
4. Release of records will be in accordance with the 3440.1.

Revised 12/3/03

Revised Bd. Approved 12/15/03