

We recently received a form from our public school titled the “Affirmation of Prior Discipline Record” on which a student and parent sign a waiver asking us to release prior discipline records to the public school. Should we do this?

- Our opinion is yes if both the student and parent have signed the waiver. The form does indicate what information you will be sharing. You should also be sure your public school district would forward this type of information to you when their students transfer to your Lutheran School. Development of your form using their format might allow you to be aware of past behavior problems that might not get mentioned normally.



Michigan District LCMS

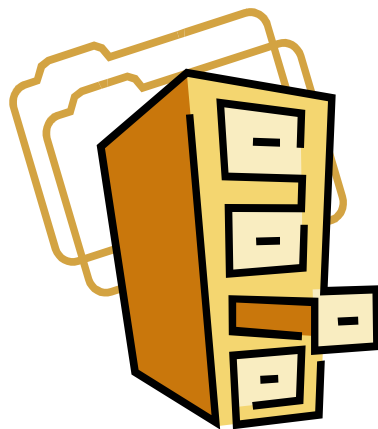
Compiled by the 2002-2003
School Committee

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Michigan District LCMS



Guide to School Files

Michigan District LCMS
School Committee
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School Files

Compiled by the 2002-2003
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What should our Lutheran school keep in a student file?

It is the opinion of school committee that the following items should be included in your student file:

- Pupil's legal name and any other names. (nicknames, former names)
- Gender
- Date of Birth and Verification of such (birth certificate)
- Date of Entry & Date of Withdrawn
- Name, address, phone number or electronic address of your building
- Academic subjects taken with grades earned plus explanation of grading system
- Health Records (Immunizations)
- Sensory (Vision & Hearing test) Records
- Physical examinations
- IEPC or latest review (pending written permission from responsible agent)
- Previous schools enrolled in



How long should student records be kept?

At a student's graduation from high school, the following records may be discarded:

- Immunization-Vision & Hearing screening
- Emergency information
- Honors, awards
- Achievement, post high school planning test results

The following records should be stored for 99 years:

- Student Name, birth date, Parent/Guardian name & address
- Date of Entry & Withdrawal
- Sending school, school transferred to, subjects taken, grades



The following should be retained 3 years:

- Teacher grade books & planning books
- Test results

Individual Lutheran Schools can establish policies regarding the retaining of the following records:

- Disciplinary records
- Attendance records
- Teacher anecdotal remarks
- Records of Disclosure (showing who and relationship) wanted to see student file

School Files

How & When should records be transferred?

- A school without written consent of parent or guardian for minor children may not release student records. Students 18 or over may provide written consent.
- Lutheran Schools may retain a student's academic records for non-payment of fees. This will cause fear and panic in the heart of a public school administrator because they are not allowed by law to do this. We recommend that student health records be forwarded.
- Student Records should not be given to parents to forward to a new school, but instead, mailed to the new school. The exception to consider may be a transfer to a school overseas. Schools should maintain originals and send copies or duplicates with the parents in these situations.



What should be in a teacher personnel file?

- Name
- Latest PEIF/ LEIF or address, phone, residence
- Job Description
- Call Documents or signed Contract
- Educational background (Schools Attended)*
- College Transcript*
- Copy of Michigan Teaching Certificate*
- Criminal Background Check for hires after 1993*
- Annual evaluations*
- Ongoing college classes taken for state certification*
- Parent comments*
- Health records as needed
- Attendance records
- Listing of benefits (Insurance coverage information)
- Years of experience and salary
- Performance Improvement Plan # (in separate personnel folder)



* are requested in Standards Based NLSA section 6:09

What should follow a teacher to a new ministry location in the LCMS?

- Nothing, unless written permission from the educator is received and a request for personnel files is received from the calling school.

Who may view a teacher file?

- A written request should be received for a teacher or family member (spouse) to view a file. Anecdotal comments may be retained.

What should happen with teacher record books

- Grade books and planning books are the property of the school and should be retained for 3 years.



What do I send when a school requests a student transcript?

- You should keep the original of the student's cumulative record. Originals of other items may be forwarded when the student leaves your elementary school to enter the high school of their choice.

What about other employee files?

- All employees should have a work history (Resume) in their file.
- Criminal background checks as required by law.
- Job description and annual evaluations.
- Benefit and Salary Information
- Years of Experience

What if our school closes?

- You have a few options that allow for the integrity of your files. If your congregation is still open store the school files in the church. They should be in a locked area with access by only a few personnel. Consult with the local RESA or ISD and/or the District Office. Files maybe stored at these locations in the event of school closing.

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