

CUMULATIVE RECORDS

It is the policy of the Southwest Technology Center Board of Education that an educational record be maintained for each student who is or has been enrolled at the center. These records may include such information as grades, attendance, work experience, work habits and attitude, personal appearance, and character. These records are kept in order to assist in job placement and to accurately answer inquiries from prospective employers. Attendance and grade records for high school students will be transferred to the home high school to become a part of their permanent record. Progress records are kept by each full-time instructor with progress reports provided at the mid point of each nine-week period to adult students and to parents of secondary students, and a grade report furnished at the end of each nine-week period to adult students and the home high school of secondary students.

Permanent student records should never be destroyed.

Access to Student Records

Student records are maintained by Southwest Technology Center in compliance with PL 93-380, the Federal Education Act of 1974. All student records are available for inspection by the student. Current students wishing to review their records must submit a written request to the campus director. Within ten (10) working days of submission of the request, records will be made available to the student for inspection. In addition, the student may challenge any portion of the record.

REFERENCE: 70 O.S. §24-114

**CROSS-REFERENCE: Policy FL, Student Records
Student Handbooks**

**Adopted: January 1994 as policy S-126
Revised: November 1995**