

CHECKLIST SCHOOL RECORDS

Name of School _____ Date: _____

School Location _____

References: Rule 41, Sections 004.15 Maintenance of Records

School records shall be made available for inspection by NDE. (004.15A)

- Records demonstrate efficient & effective academic operations
- Financial aid operations

Record Protection (004.15A5):

- Records in fire resistant area
- All records are suitable for permanent maintenance
- Academic records maintained for fifty (50) years
- Financial records maintained for five (5) years after student's departure

Records are kept for (004.15A):

- Students
- Dropouts
- Graduates

Academic transcripts shall include (004.15A1, 004.15A2, 004.15A3):

- Name of school
- Address of school
- Name of student
- Address of student
- Student I.D. # used by school
- Date of entry
- Date of exit
- Name of program pursued
- Courses taken
- Credit hours per course
- Quarter
- Semester
- Clock Hours (Credits must be identified)
- Indication whether student graduated withdrew was terminated

Financial Records (004.15A4):

- Name of school
- Address of school
- Name of student
- Address of Student
- Student I.D. # used by school
- Name of program pursued
- All expenses incurred
- All payments made

Transcripts issued shall also include (004.15B):

- Signature & title of school official
- Date of issuance
- School seal (if it exists)

Student's right to privacy:

- School does not release , transfer, or disclose student's records or information without the student's written request, except to authorized persons (004.15C)
- Students have the right to review their own student records, including grades, attendance, and financial records. (004.15D)