

**JRA Types of Records**

**JRA**

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

Permanent Student Records: Each interlocal attendance center shall permanently retain records relating to each student's academic performance, attendance, and activities. Information about students collected and stored by any interlocal personnel shall be separated into one of the following classifications:

Administrative records: This classification includes official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birth date, sex, race, names, telephone numbers, addresses and places of employment of parents, academic work completed, grades, attendance records, withdrawal and reentry records, honors and activities, date of graduation and follow-up records of a student.

Supplementary records: This classification includes verified information important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information and educational and vocational plans.

Tentative records: This classification includes useful information that has not been verified or is not clearly needed beyond the immediate present. It

**JRA Types of Records**

**JRA-2**

includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

Adopted: Interlocal Board #638, Butler County, KS - 1/25/2016