

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

PERMANENT RECORD CARD MAINTENANCE

1. All students must have a permanent record card completed and current. These cards are kept for 60 years and are considered by the courts to be a legal document.
2. All areas should be filled in completely and directions followed for use of pen/pencil.
3. Teachers should be given the cards in October and May/June to check for accuracy on information.
4. At the end of the school year each card must be accounted for and be complete with days of non-enrollment, present and absence days.
5. Teacher's must put average grades in academic areas and sign the back of the card.
6. When a student transfers out and returns, the same permanent record card must be used for the student. The student keeps the same card and student 1.0. number throughout his/her life in the district.
7. When a student transfers out the card must be completed with a date and reason for transfer.

ALL CARDS MUST BE TURNED INTO THE ASST. SUPERINTENDENT AT THE CLOSE OF THE YEAR IN ALPHA ORDER, COMPLETE WITH GRADES, TEACHERS' SIGNATURE, ATTENDANCE, HOMEROOM/GRADE ORDER FOR THE UPCOMING SCHOOL YEAR.