

KANAWHA COUNTY BOARD OF EDUCATION POLICY
Series: C07 - Permanent Record Cards

7.01. Preparation. The school office shall prepare an original permanent record card for each kindergarten student and each first-time enrollee in each elementary school. The permanent record card and test record card will be filed together in the school. The test record card will be placed inside the buff permanent record card.

7.02. Maintenance. Permanent record cards for each student, grades K-12, is kept in the school in which the student is enrolled. Permanent record cards are to be returned at the end of each school year to the central office so that transcripts can be recorded over the summer. All data, both factual and subjective, must be posted on the permanent record card. Cumulative test record cards for each pupil may be folded and kept with the buff copy of the permanent record card. Permanent record cards and the cumulative test record cards are left permanently in the senior high school in which the student was last enrolled until records are placed on storage media. Upon transfer from school, a student's permanent record card and test card must be forwarded to the office of Guidance and Counseling along with a copy of the student's transfer. Such records will be forwarded to the receiving school.

7.03. Transcripts. Schools shall provide three copies of transcripts of credit without charge. Additional copies will be provided at a cost of \$2.00 per copy.

Issued: 08.14.75