

R.A. Pomeroy, Chairman
Dr. Genevieve Carter

COMMITTEE REPORT ON SCHOOL RECORDS & REPORTS

Committee: Kenneth Harkness
Robert E. Gibson
J.A. Trice

It is the recommendation of the committee that some form of permanent cumulative individual record should be kept for every child from nursery school through high school graduation. This record should be kept in a letter-size folder, along with any correspondence or other data concerning the child. The committee thinks the following items should be considered as a minimum on the cumulative record sheet:

1. Personal data and family history
2. Health record or physical condition.
3. Records of intelligence, achievement, and diagnostic tests.
4. School attendance.
5. Scholastic record, showing subject, length of period, number periods per week, grade and credit.
6. Incomplete work.
7. Special interest or activity record.
8. Growth of habits and ideas of good citizenship. A part of this may be in the form of anecdotal records.

The committee recommends that WRA keep in its files the permanent record of each child and that when the child transfers on relocation to another school, that his record be sent on a form similar to the transcript form adopted by the National Association of Secondary School Principals.

Respectfully submitted:

J.A. Trice, Chairman
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