



## PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

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701 Stafford Drive Princeton, WV 24740

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**POLICY:** Student Recordkeeping

**Effective Date:** February 13, 2020

**TITLE:** Student Recordkeeping

**RATIONALE:** To verify that the record keeping system is maintained in an accurate, orderly, and up-to-date manner .

### **POLICY/PROCEDURE:**

Instructors are responsible for the collection of maintenance of student records. All documentation regarding student records must be submitted to the Education Director every two weeks. The Education Director will perform an audit of all submitted documentation and ensure that all applicable records and grades are recorded in the praxischool software. If any records have not been added, it will be the responsibility of the Education Director to update praxischool with the missing data. Once everything has been audited, all records will be maintained in the student files or associated cohort files as documentation.

### **RESPONSIBLE PERSONNEL:**

Time line for execution: Education Director,

Procedure completion: Administrative Assistant