

POLICY ON RECORD KEEPING / ACCESS TO RECORDS
ST KEVIN'S COLLEGE

The Education Act, 1998, section 9 (g) specifies that the parents of any student, or in the case of a student who has reached the age of 18, the student himself, have a legal entitlement to access records kept by the school relating to the progress of that student in his education. This right may be taken to extend to all school records.

The following School Records contain information on individual students:

Booklets containing copies of Christmas and Summer Reports
School Roll Books
Grading Test Results
Career Counsellor's Records of Interviews and Aptitude Tests
State examination results
Discipline Records

In addition, Form Teachers, Year Heads and Programme Coordinators may compile information on individual students as may the Home School Liaison teacher.