

## **Procedures for Monitoring Student Records**

### **1. Purpose:**

The purpose of these procedures is to ensure accurate and up-to-date student records are maintained and easily accessible for staff and administrators at the TEFL school.

### **2. Scope:**

These procedures apply to all student records at the TEFL school, including but not limited to enrolment information, attendance records, academic progress reports, and any other relevant documentation.

### **3. Responsibility:**

It is the responsibility of the school administrator to ensure that these procedures are followed and that all student records are maintained according to established standards.

### **4. Procedures:**

#### **a. Enrolment Records:**

The school administrator must maintain accurate enrolment records for each student. This includes the student's name, date of birth, address, and contact information. Additionally, enrolment records should include information on the student's program of study, start date, and expected completion date.

#### **b. Attendance Records:**

The school administrator must maintain accurate attendance records for each student. This includes daily attendance, tardiness, and any excused absences. Attendance records should be maintained on a daily basis and should be accessible to staff and administrators.

#### **c. Academic Progress Reports:**

The school administrator must maintain accurate academic progress reports for each student. This includes grades, test scores, and any other relevant academic information. Progress reports should be updated on a regular basis and should be accessible to staff and administrators.

#### **d. Record Retention:**

The school administrator must ensure that all student records are retained for a minimum of five years after a student has completed their program of study. Records should be kept in a secure location and should be easily accessible to staff and administrators.

e. Data Security:

The school administrator must ensure that all student records are kept secure and confidential. Access to student records should be restricted to authorized personnel only.

**5. Review and Update:**

These procedures will be reviewed and updated as needed to ensure that they remain accurate and relevant to the TEFL school's needs.

**6. Approval:**

These procedures have been approved by the TEFL school's administration and are effective as of the date of approval.