

Records Retention Policy

by St. Thomas Early Learning Center

Admissions Records

Any records obtained during the admissions process for a child who does not matriculate to the school will be retained for one year, after which all such records will be destroyed. Records of students who do enroll at St. Thomas Early Learning Center will become part of the permanent student file in the office.

Enrolled Student Records

When a student leaves St. Thomas Early Learning Center, the cumulative academic records will be retained in an inactive file. Evaluations and records of academic performance are forwarded only upon written request of a parent/guardian. After two years, former student records are destroyed.

Financial Records

Financial records of accounts payable and receivable, as well as bank and investment statements, along with official audits or financial reviews, will be retained for ten years, at which time such records shall be destroyed.

Legal Records

Legal records or documents employees shall be a part of the permanent employment file. Legal records involving the school as a names party in legal proceedings shall be preserved for at least ten years after the disposition of said proceedings.

Permanent Repository

Should St. Thomas Early Learning Center ever cease to exist, St. Thomas Early Learning Center, under the direction of the Dean, Wardens, and Vestry, shall serve as the repository for any records which need to be retained for a specified time or in perpetuity.