

K. Evaluation of School Record Keeping Practices

1. Context Evaluation

Questions	How to Answer the Questions	Resources
1. Is the record-keeping system adequately funded?	Interview school administration regarding record-keeping practices and needs	Questions such as: Are student and administration needs being met by the current record-keeping system? Is additional funding necessary to meet the current or future needs? Is additional funding available?
2. Are the goals of the school met by the current record-keeping system?	Interview school administration, teachers, parents, students	Questions such as: Is the information retained and/or dispensed within the proper/legal guidelines? Is information catalogued and obtained in a timely manner?

2. Input Evaluation

Questions	How to Answer the Questions	Resources
1.1. What is the school policy regarding the confidentiality of student and faculty records? 1.2. How is confidentiality assured?	Document review	School handbook
2.1. What guidelines have been prepared for teachers and staff regarding the collection, maintenance, and use of student reports? 2.2. Who has access to student records and reports?	Document review	School handbook

3. What kind of information should be collected about each student, faculty, or staff member?	Document and policy review	State, district, and school guidelines
4. How should the information be categorized?	Interview school administrators and faculty. Compare categorization procedures with other schools in the district.	Questions such as: Should there be separate files for such things as cumulative records, behavioral problems, school activities, etc.? What information must be separate and/or confidential?
5. At which point should records be destroyed?	Document review	School handbook, school district guidelines

3. Process Evaluation

Questions	How to Answer the Questions	Resources
1. How efficiently and effectively do we organize and administer the use of records in this school?	Interview school staff and faculty	Questions such as: Are reports filed accurately and in a timely fashion? Have we eliminated multiple and duplicate reports, forms, etc.?
2. How much time do teachers use to complete school forms, slips, records, and reports?	Interview teachers	Questions such as: How much of your day are you involved in the filling out of reports, slips, records, forms, etc.?
3. Have we updated and evaluated the management of our records including existing policies and practices?	Interview administrative staff and teachers	Questions such as: What related legal changes have taken place since the last update so we have the most recent district policy and procedures guidelines? Are changes necessary to our record-keeping procedures? Are the guidelines in place being followed? Are there any problems in following the current guidelines?

Questions	How to Answer the Questions	Resources
4. Is the training of administrative staff adequate?	Interview administrative staff	Questions such as: What type of training did you receive to perform the record-keeping activities, i.e., filing procedures, computer access, confidentiality guidelines, etc.? Are you able to perform all activities required of you? If new record-keeping procedures are implemented, will adequate training be provided?
5. Are new record-keeping procedures communicated to staff in a timely fashion?	Review procedures	Guidelines for the implementation of new procedures
6. Are the record-keeping methods/tools up-to-date?	Review record-keeping system, i.e., filing structures, computers, etc.	Computer system, filing system, report forms, and other paper products

4. Product Evaluation

Questions	How to Answer the Questions	Resources
1. Do the record-keeping services meet the needs of staff and students?	Interview staff and students	Questions such as: Are you able to access all required information through the recommended procedures? Can the information be obtained in a timely manner? Is the information complete?
2. What effect do the record-keeping practices have on student and teacher performance?	Interview students and teachers	Questions such as: How is your performance affected by the record-keeping practices of the school? Could you perform your role better if certain record-keeping practices were changed?