



ADMINISTRATIVE MEMORANDUM

STUDENT DATA CARDS | 8018.01

The Red Clay Consolidated School District recognizes the importance of student health record keeping. It is critical that school administrators strongly encourage all students to complete and return their Student Data Cards.

1. All Student Data Cards should be on file in the office of the school nurse.
2. The information on the Student Data Card shall be shared only on a need to know basis as related to the education and health needs of the student and consistent with state and federal laws.
3. Strategies to encourage submission of Student Data Cards include:
 - a. Reminders via the School Messenger system.
 - b. Individual phone calls from school staff.
 - c. Removal of the student from activities, including athletics, extracurricular clubs and school dances.
4. Students are encouraged to return Student Data Cards by September 30th each school year.

Questions about the information contained in this administrative memorandum should be directed to the Directors of School Operations and/or the Supervisor of School Nurses.