

Central Alabama Community College
Adult Education Program Policy

Classroom Records Policy

1. An informational record or file must be created and maintained at the class site for each enrolled adult learner.
2. Each enrolled adult learner's file must include:
 - a. Copy of the learner's completed enrollment form
 - b. A record documenting the learner's orientation to Adult Education
 - c. Copies of all plans of instruction
 - d. Copies of all assessment information
 - e. All documents relative to evidence of a learner's achievements
 - f. Other relevant documents
3. Records of learners that separated during a program year (July 1 – June 30) may be destroyed after the end of the first quarter (July 1 – Sept 30) of the following program year. Records containing personal and confidential information must be shredded. DO NOT simply discard such records.
4. Records of learners who do not complete the enrollment process may be destroyed after 90 days.
5. A record of all classroom equipment must be maintained. This record must include a description of the equipment item and its identifying number or numbers, if applicable.