



ARCHDIOCESE OF BALTIMORE

CATHOLIC SCHOOLS' PLANNING

May 14, 2010

Dear Parents and Guardians,

There are several kinds of files that every school maintains for each child or family: academic, health, confidential, and volunteer. This letter contains important information about getting your child's academic record to the school that they will attend next September as well as the disposition of other files.

ACADEMIC FILES: Files with your child's grades and academic record will be sent directly to the school where he or she is registered for next September. Parents should request that their child's academic file be forwarded to a particular school by June 15th. If by June 15th the child is not registered or if there is tuition still due for that child, the file will be sent to the Catholic Center, 320 Cathedral Street, Baltimore, 21201. Files of students with outstanding tuition will not be forwarded until the balance is paid. Parents can go to the Catholic Center starting July 1st between 9:00 am and 3:00 pm to request that files be sent to a particular school and if needed, to complete tuition payment. Parents are advised to make an appointment with Pam Kappes who can be reached at 410.547.5313 or via email at pkappes@archbalt.org.

HEALTH FILES: Any health files regarding your child belong to the parent or guardian. These files should be returned to you prior to the close of the 2009-2010 school year. Any files not returned to the parent by June 15th will be sent with the academic files to the Catholic Center and will be available after July 1st. Any files not picked up by the parent or guardian by October 1, 2010 will be shredded.

CONFIDENTIAL FILES: Some students have files that contain educational or psychological testing or other types of evaluations. These files are considered confidential and belong to the parent or guardian. These files can be given directly to the parent or guardian. A parent or guardian may ask their child's current school to send these confidential files to the new school but this requires a parent or guardian's signature. Any confidential files not picked up or sent to a new school will be sent with the Academic Files to the Catholic Center on June 15th and available on July 1st. Any files not picked up by the parent or guardian by October 1st will be shredded.

Note that these files are different from the counselor's files. Counseling files remain with the counselor and are kept confidential.

VOLUNTEER FILES -- STAND FILES: Many parents and guardians have completed STAND, the Archdiocesan Child Protection Training, and have a volunteer file. The volunteer files of the parent or guardian of any child transferring to another Catholic school will be sent to that school with the child's academic file. Hopefully this will keep schools receiving these files from having to repeat the screening processes. Volunteer files not sent to receiving schools will be sent to the Catholic Center on June 15th. The Office of Child and Youth Protection will house consolidated school volunteer files.

We hope that you are able to have your child's academic files sent to his or her school for next fall prior to June 15, however if they are not, the staff at the Catholic Center is ready to work with you over the summer to get things ready for September. If you need assistance in selecting a Catholic school for your child, please call us a 1-800-5-Catholic. We believe that Catholic Schools provide a place for young people to grow. We would like to continue to provide that kind of nurturing environment for your child next year and beyond.

We thank you for your patience and your understanding.

Sincerely,

A handwritten signature in black ink that reads "Mark Pacione". The signature is written in a cursive, slightly slanted style.

Mark Pacione
Associate Director
Office of School Planning