

## **RECORDKEEPING**

Lesson plans, rank books, and other necessary instructional recordkeeping materials will be maintained to ensure good planning and the continuity of instruction. Instructional staff will maintain such materials in accordance with individual school guidelines. See GCN-R, Recordkeeping Regulation.

**Adopted: October 22, 1985**  
**Revised: 5/19/98**  
**Reviewed: October 21, 2014**