



**COLLEGE OF CHARLESTON**

**Record Group #245**

**STUDENT AFFAIRS**

**CENTER FOR STUDENT LEARNING**

**14032 PLACEMENT TESTS AND ATTENDANCE DATA**

**Description**

Used by advisors to place students into appropriate class levels in the romance languages, Latin and mathematics. Attendance is used by the staff for planning, budgeting, administrative reporting and academic evaluation. Information includes: Social Security number, test scores for math and foreign languages, administrative data, attendance records and forms, and Student Identification numbers (SID).

**Retention**

5 years, destroy

Schedule Approved 10/26/2004