

GUIDANCE DEPARTMENT CREATION/MAINTENANCE OF STUDENT RECORDS PROCEDURE (GUI-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of creating and maintaining cumulative folders/transcripts within the Guidance Departments of CMCSS.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Guidance Department/School Designee

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Communications Officer

4.0 DEFINITIONS:

- 4.1 Cumulative Folder: Student's permanent record.
- 4.2 Transcript: Student's permanent records of courses taken, grades received, directory information and test scores.
- 4.3 Identification Strip (ID): Computer printout that lists: Student's birth name (TCA 49-6-5106, Date of Birth, birthplace, Social Security number (TCA 49-6-5101), Directory information (FERPA 99.37) and Withdrawal date, re-entry date, name of school.

5.0 PROCEDURE:

- 5.1 Guidance Department/School Designee creates cumulative folder to include:
 - 5.1.1 Birth name verified and entered on cumulative folder last name first (TCA 49-6-5106). Nickname may be entered in parenthesis.
 - 5.1.2 Copy of Birth Certificate (TCA 49-6-5106).
 - 5.1.3 Copy of Social Security Card (TCA 49-6-5102) required.
 - 5.1.4 Up-to-date Immunization record and physical (TCA 49-6-5001 through 5003) required.
 - 5.1.5 Pertinent student legal documentation, including custody papers/name changes.
 - 5.1.6 Directory information (FERPA 99/37) required.
 - 5.1.7 Completed Registration forms.
 - 5.1.8 Test scores mandated by the state of Tennessee; National test scores for admission into college(s).
- 5.2 Guidance Department/School Designee creates Transcript:
 - 5.2.1 Birth name verified and entered on transcript last name first.

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5.2.1.1 Nickname may be entered in parenthesis (TCA 49-6-5106).

5.2.2 Computer ID strip put on transcript.

5.3 Guidance Department/School Designee maintains Cumulative Folder:

5.3.1 Immunization record updated.

5.3.2 Legal documents added. Name changes, governed by TCA 49-6-5106, posted on transcript.

5.3.3 Signed request form (FERPA-20 USC 1232g; 34CFR 99.31) (REC-F003).

5.3.4 Grades entered on front of transcript; test scores posted on back of transcript.

5.3.5 Drop or transfer date and location entered.

5.3.6 Monies owed them amount put on front of transcript using removable tape. (See Attachment B.)

5.3.7 GPA, total credits, class rank, graduation date or last date attended and type of diploma, if awarded, entered.

5.3.8 Principal's signature on transcript.

5.3.9 If copy of record released by request, record must be dated and have Guidance Department signature.

5.3.10 Transcript placed in front of Cumulative Folder.

6.0 ASSOCIATED DOCUMENTS:

6.1 TCA 49-6-5101, 49-6-5102, 49-6-6106, 49-6-5001 through 5003 (www.state.tn.us)

6.2 FERPA 99.37; 34 CFR 99.31 & 20 USC 123g
(www.ed.gov/policy/gen/guid/fpc/ferpa/index.html)

6.3 Request Form, [REC-F003](#)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Cumulative Folder/Transcript	Schools files, sent to Central Record upon graduation, death, or end of next school year if withdrawal	See Attachment A	Schools keep annual/bi-annual; Central Records permanent	Secured offices, buildings

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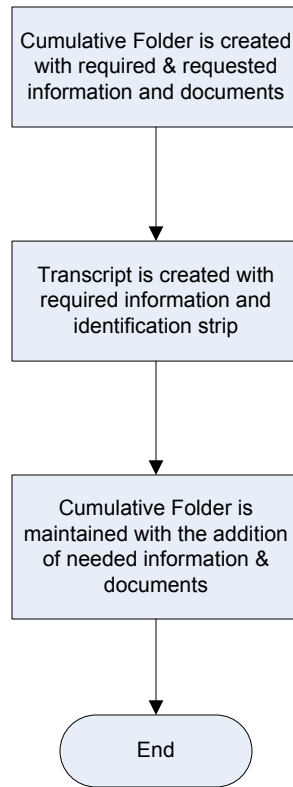
8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/28/06		Initial Release
8/28/07	A	Update Attachment A and add Attachment B
6/15/09	B	Change approval, update 5.3

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****



RULES FOR STUDENT RECORDS DISPOSITION – WHEN /WHAT TO TRANSFER

Maintain an electronic or hard copy log for all transactions involving the transfer of student records.

IF	THEN	SEND	KEEP	HOLD
Student transfers	<u>IN District</u>		Original cumulative folder to new CMCSS school	
Student transfers	<u>OUT of DISTRICT</u>	Copy: BC/SS/Shot Record/ Registration form/ Testing results/Legal Documents	A N D <u>COPIES</u> to the requesting “out of District” school	<u>ORIGINALS</u> Originals for: Elementary: 2 school years Middle/High: 1 school year Then send folder to Central Records
Student passes away		Collect <u>all</u> data pertaining to student	A N D Original folder to Central Records <u>ASAP</u>	
Student Graduates		Collect <u>all</u> data pertaining to student	A N D Entire cum folder to Central Records following established procedures	
Student requests transcript to be sent to a college	Requests must be signed in ink. Remember: Federal law prohibits transcripts being released without a signature of student (18 and over) or parent (under 18).	> Copy ‘request’ form and transcript. > Sign and date transcript.	A N D Staple copy of request together with transcript and mail to college.	Original request form. Place original request form in front of cum folder.
Student requests transcript for him/her self (ie: insurance, scholarship applications, etc.)	Requests must be signed in ink. Remember: Federal law prohibits transcripts being released without a signature of student (18 and over) or parent (under 18).	> Copy ‘request’ form and transcript. > Sign, date, and label: “ <i>Document issued to student</i> ” on transcript.	A N D Copy transcript. Sign, date and label: “document issued to student” on the transcript.	Original request form. Place original request form in front of cum folder.

RULES FOR STUDENT RECORDS DISPOSITION – FEES OWED

IF		WHEN	SEND	HOLD	THEN
Student Transfers	<u>IN</u> <u>District</u>	Request comes in	<ul style="list-style-type: none"> > Send entire cumulative folder to requesting <u>IN DISTRICT</u> School > Attach (staple) a debt note on the front of the cumulative folder so the receiving school is informed > Document transaction 		
Student Transfers	<u>OUT</u> <u>Of</u> <u>District</u>	Request comes in	<ul style="list-style-type: none"> > Copy of Immunizations > Let requesting school know student has a financial obligation that needs to be addressed before copies of their records can be forwarded. (TCA 49-3-310: the TN Code that allows records to be held when a debt is due an educational institution). > Document transaction 	All records Elementary: 2 school years Middle/High: 1 school year	Send to Central Records
Special Education Records	<u>IN or OUT</u> <u>of District</u>	Request comes in	<ul style="list-style-type: none"> > Copy of Immunizations > Federal Law states you must send the Special Education records – check with the Special Education Chairperson at your location to determine which records need to be sent (send only the bare minimum) > Let requesting school know student has a financial obligation that needs to be addressed before their records can be forwarded. (TCA 49-3-310: the TN Code that allows records to be held when a debt is due an educational institution). > Document transaction 	All records Elementary: 2 years Middle/High: 1 year	Send to Central Records