

PREPARATION OF STUDENT RECORDS FOR STORAGE/TRANSFER PROCEDURE (GUI-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of preparing CMCSS student records for storage and transfer to the Central Records Department.

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 Special Education Confidential File: A student's record of evaluations, services and placement in any special education program.

5.0 PROCEDURE:

- 5.1 Guidance Department prepares cumulative folder for storage as follows:
- 5.1.1 **Inside of the folder:** Required items are registration form, current immunization record, copies of birth certificate AND Social Security Card, proof of a physical, transcript with ID strip on back of all testing data. The following must be included if available: any legal documentation and any withdrawal or transfer forms.
- 5.1.2 **On the folder:** Student's legal name (last name first), directory data, attendance record, grades and special services and debt label, if applicable.
- 5.1.3 Student record is purged of extraneous items. Sensitive documents **must** be shredded.
- 5.1.4 Include alphabetic list of student's folders for each box including a list of withdrawals and graduates. Records processing cannot occur without the list.
- 5.1.5 Cumulative folders are packed alphabetically in boxes. Boxes are labeled with school name and numbered (1 of 10, 2 of 10 and so on) and addressed to Central Administration Offices, Attention: Central Records.
- 5.1.6 Include alphabetic list of student's folders for each box. Records processing cannot occur without the list.

NOTE: School personnel will be contacted first to remedy if list is not included; Administrator will be contacted if personnel is unavailable.

- 5.1.7 Warehouse foreman notified by email of pickup.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 TCA 49-6-5101, 49-6-6106, 49-6-5001 through 5003 (www.state.tn.us)
- 6.2 FERPA (www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)
- 6.3 Sending Cumulative Records from Elementary School to Middle School, [REC-W001](#)
- 6.4 Sending Cumulative Records from Middle School to High School, [REC-W002](#)
- 6.5 Sending Cumulative Records from High School to Central Records, [REC-W003](#)

7.0 RECORD RETENTION TABLE:

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

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/28/06		Initial Release
6/01/08	A	Remove Special Education reference throughout procedure, update 6.0
6/15/09	B	Update Approval, remove ID Strip definition, add new 5.1.4 and renumber, add work instructions under 6.0

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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