

COLLECTION OF DEBTS PROCEDURE (REC-P004)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for collection of debts by the Central Records Department of CMCSS.

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

2.0 RESPONSIBILITY:

- 2.1 Information and Records Specialist

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Communications Officer

4.0 DEFINITIONS:

- 4.1 Debt: Debts collected by Central Records are, but not limited to, the following: money owed for books, uniforms, band, lunch, camp and fund raising money reported but not turned in.
- 4.2 Transcript: Students permanent record of courses taken, grades received and test scores.
- 4.3 Cumulative Folder: Student's permanent record.
- 4.4 CMCSS: Clarksville-Montgomery County School System

5.0 PROCEDURE:

- 5.1 Records Specialist receives request for student transcript (ref. [REC-F003](#)).
- 5.2 Student's transcript and cumulative folder is retrieved from records storage.
- 5.3 Records Specialist checks transcript and cumulative folder for debts owed. Transcript cannot be issued unless debt free.
 - 5.3.1 If there is a debt owed, Records Specialist notifies student that the debt must be paid before transcript can be released.
 - 5.3.2 When payment (cash or money order) is received student is given a receipt for payment and student record is marked paid.
 - 5.3.3 If debt is not paid, original request is dated, reason for not releasing transcript recorded, release signed and dated and filed in student's cumulative folder before returning to storage.
- 5.4 Records Specialist releases debt free transcript and returns the student record to storage.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Request for Transcript ([REC-F003](#))
- 6.2 Tennessee Code Annotated 49-3-310

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6.3 Student Transcript

6.4 Cumulative Folder

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Request for Transcript	Central Records File Room	Indefinitely	Permanent	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/28/03		Initial Release
3/12/07	A	Remove TCH-P014 & TCH-F003 references
4/22/09	B	Update 2.0 & 3.0 and 5.3.2, delete 5.3.3, renumber, combine 5.4 & 5.5, revise flowchart

9.0 FLOWCHART:

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

***** End of procedure *****

