

TECHNICAL ASSISTANCE
CUMULATIVE FOLDERS PROCESS FOR GRADUATES AND INACTIVE STUDENTS

Purpose: To provide guidance on the processes for creating and managing student cumulative folders while in attendance and once a student graduates or leaves the district including requests for academic records from other districts.(FERPA)

Effective: August 1, 2022 until superseded

DAN: **SD51-05F-07, Cumulative Folders-3 years after a student graduates or leaves the district**
SD51-05F-10, Permanent Records-100 years after a student graduates or withdraws
SD2012-071, Student Health Files-8 years after last provided service
Student educational records (cumulative files) are differentiated from archival “official permanent records” for retention purposes.

Procedure:

We no longer keep inactive cumulative records on site for 2 years after a student withdraws. All inactive records should be processed at the end of each month starting in October of each academic school year.

Graduate cumulative folders should be boxed and sent to Knox Records at the end of each school year by July so that records staff can process over the summer.

Inactive student folders should be processed by the end of each month and sent to Knox Vital Records using the entry-withdrawal report in Skyward. Note any exceptions on the report and place it in the box with your pulled files.

Continue to create a paper folder for each student enrolling until this process changes.

If your school has old inactive files for several years, box the records and label them in banker boxes. Please send a help-records@osd.wednet.edu ticket request letting us know how many total boxes you have on site. Please send in one box at a time to Knox Vital Records until all boxes are purged. When we finish a box, we will send an email asking you to send another box. Each box takes 2-3 days to process and this allows us to avoid a backlog of boxes.

WHAT GOES IN A CUMULATIVE FOLDER? (note: items with an asterisk may be housed in Skyward through electronic means in which case a paper copy is no longer needed)

- All hand written and hand signed documents from parents/guardians or other school officials
- All prior school records (usually copies of the originals)
- Original documents pertaining to enrollment, withdrawal, or transfer* (birth certificates, proof of residency docs, signed release forms and acknowledgments)
- Courtesy copies of student documents such as grades, reports, assessments, or conference notes (copies will be shredded)
- Legal documents that are superseded and current versions*
- Discipline notes*
- Original Student awards, photos or recommendations
- Original Special transportation arrangements/notes or requests
- Original Court documents student focused (confidential)
- **Separate Health Folder** containing IHP, Medicines, care documents, immunizations*
- Student work samples originals
- Other miscellaneous student documents documenting student progress

What documents are subject to FERPA disclosure to other schools or districts?

The following information is allowed to be disclosed under FERPA unless the parent has restricted or opted out of providing this directory information:

Institutions may disclose the following information on a student under FERPA if the student's parent or guardian has not specifically signed a directory request to restrict their information:

- name
- e-mail address
- address (local & home)
- telephone number (local & home)
- college/school and curriculum/academic information(Academic History reports and transcripts at Middle and High, Grades/Report cards at Elementary including test records and prior school records on file)
- enrollment status and credit hour load
- dates of attendance
- classification
- receipt or non-receipt of a degree/diploma
- academic awards received (dean's list, honors students)
- participation in officially recognized activities
- sports photograph
- position, weight, and height of athletes
- Student Health records related to immunizations are covered under FERPA. Most Health information maintained by schools is considered part of the academic

record and is not subject to HIPPA. However, certain health records such as Individual Health Plans and Medication logs (Treatment Records) are generally considered confidential and require written authorization before being released. Parents and Guardians are expected to provide updated health information when enrolling students. Districts may forward this information if requested by the receiving school.

- Birth Certificates are used to establish identity and other qualifying factors for public school enrollment; These should not be forwarded unless requested by the parent or guardian or by request of the school because the parent/guardian has misplaced it.
- Legal records are the responsibility of the parent/guardian as these are subject to expiration and confidential-Do not send unless specifically requested
- Discipline records should be limited to name, date of offense, nature of offense and resolution/sanction; However if student is under 21 years of age and the incident involves drugs or alcohol, a written release is required by the parent or guardian in order to release those records; Court records are confidential and should not be disclosed without consent for juvenile offenders.

HOW DO I SEND FILES TO ARCHIVES?

Inactive folders should be sent in the district provided special box using the green ticket label provided. Simply insert the label in the top of the box under the protective sleeve. Records will remove the label when returning the box and place it back inside for reuse.