Olympia School District

2022-2023 School Year

SCHOOL RECORDS MANAGEMENT QUICK GUIDE

*This is not intended to be a comprehensive list of all school and/or district records subject to scanning and retention. A broader list is available on the <u>Records Retention Website for OSD</u> and is updated annually or as items are revised by the Secretary of State. If there are specific records that need to be included on this guide, please contact the Office of Vital Records & Archives at Knox using the <u>help-records@osd.wednet.edu</u> ticketing system.

Common Student & School Records*:

RECORDS MAINTAINED IN DIGITAL FORMAT IN SKYWARD DO NOT NEED TO BE PRINTED AND RESCANNED TO DOCUPHASE, ONLY ORIGINAL PAPER VERSIONS NEED TO BE ARCHIVED WITH THE EXCEPTION OF GRADUATION LISTS OR ELECTRONIC RECORDS HELD IN NON-LEGACY SOFTWARE SYSTEMS WITH LONG TERM RETENTION BY THE DISTRICT (AS NOTED)

RECORD DESCRIPTION	WHERE TO ARCHIVE	FREQUENCY	EXAMPLES	WHO IS TO ARCHIVE	REQUIRED BY STATE OR DISTRICT	ADDITIONAL COMMENTS
504 Plans / Confidential Student Reports	**IEP ONLINE**	**Immediate**	Individualized Learning Plan	District	State (as per GS50-04C-01 in CORE)	Maintained in IEP online through SPED
Absence Case File (Truancy) Attendance Letter	**Docuphase (formerly Treeno): Attendance Letters**, by SY	**Monthly**	Letters prior to referral to BECCA	School	State (as per SD51-04-10 in Student Attendance)	School should maintain in Skyward - If not entered into Skyward, please scan paper documentation to student profile in Docuphase.
Absence Excuses Absence Notes Attendance Notes	**Docuphase (formerly Treeno): Attendance Notes**, by SY	**Weekly**	Parent notes	School	State (as per SD51-04-01 in Student Attendance)	Information entered into Skyward does not require scanning. Otherwise, all Paper documents should be batch scanned with daily attendance in a manner to ensure there is no overlap or obscured documents.

Absence Notifications Email from School Messenger Phone Log	**Docuphase (formerly Treeno): Attendance Input, Daily/Period**, by SY	**Immediate**	Completed Phone Log School Messenger Report with follow-up contact information	School – archive daily handwritten log in Docuphase (formerly Treeno) District– School Messenger reports.	State (as per SD51-04-02 in Student Attendance)	School notifies parent of student absence via School Messenger or personal phone call. If personal phone call, note in Skyward. **No documentation required if School Messenger reaches all students.**
Accident Claims/Incident Reports-Student	Docuphase (formerly Treeno): Student / Accident Reports	**Immediate**		District	State (as per GS50-02-04 in CORE)	Send accident reports to Wendy Couture at SSC for filing/archiving
Admit Slips Tardy Slips	**Docuphase (formerly Treeno): Attendance Input, Daily/Period**, by SY	**Weekly**	Approved permission to return to class	School	State (as per GS50-02-05 in Transitory Records)	Batch scan into Docuphase (formerly Treeno) at the end of daily attendance and shred.
Aesop Reports	**Docuphase (formerly Treeno): Aesop Reports**	**Monthly**		School		Aesop reports are scanned monthly by payroll, but must be scanned by the schools if they are being used as a form of work verification.
Athletic Student Records	**Family ID & Docuphase (formerly Treeno): Athletics by Mo/SY**	**Monthly/Annually**		School & District Technology	State(as per SD51-06c-31)	Any paper records in buildings more than 3 years old should be boxed by school year in individual banker boxes and sent to district office. Current FAMILY ID records should be maintained in Family ID.
Approval for Use of Private Vehicles for Student Transportation	**Docuphase (formerly Treeno): Permission Slips – Misc**, by SY	**Monthly**	Parent permission slip to drive on field trip or for athletic events	School	State (as per SD51-06C-31, GS50-01-10, GS2010-081 & GS50-01-10)	Retain for 6 years; Batch scan and label by event and date

ASB Bylaws & Minutes (Permanent Record)	Docuphase (formerly Treeno): ASB Minutes, by SY	Monthly	ASB Minutes 2017-18 bylaws	School	State (as per GS50-05A-01 & GS50-05A-13 in CORE)	Fiscal Officer completing ASB transfers must attach minutes to approve authorization.
Assessments *OSPI must archive	Skyward	Annually	All individual student test data	District	State (as per SD51-06A-17)	Maintained in Skyward; 3 year retention once student graduates or withdraws
Attendance Input, Daily Period and all supporting notes or documentation	Docuphase (formerly Treeno): Attendance Input, Daily/Period, by SY (if paper copy)	Daily	Day Summary	School	State (as per SD51-04-05 in Student Attendance)	Any attendance taken in Skyward by a teacher is retained in Skyward automatically. Any attendance taken by hand must be entered into Skyward AND paper copy scanned to Docuphase (formerly Treeno) if not maintained in Skyward student record as part of daily batch. Recommend setting up subs in Skyward.
Attendance Records, Individual Student Supports enrollment report.	Skyward	Daily		District - via Skyward	State (as per SD51-04-14 in Student Attendance)	District maintains in Skyward
Authorization for Release of Student Records Request Form & Records Log	Docuphase (formerly Treeno): YR End Request for Records Log, by SY	Monthly	Individual request forms Records request logs	School may enter into Skyward - NO Scanning Required.	State (as per SD51-05F-02 in Student Records)	School may enter into Skyward. Otherwise, please scan original documentation containing signatures into Docuphase (formerly Treeno) end of year.
Application for Home/Hospital Tutoring	Skyward	Immediate		District	State (as per SD51-09-01 in Teaching Records)	Original/Primary Copy retained by Knox Staff SPED. If school has a copy, it should be retained in the student's Health Profile in Skyward.
Birth Certificate (as part of cumulative record)	Skyward under E/W notes; Docuphase with	Immediate		School or District	State (as per SD51-05F-07)	Upload to Skyward E/W notes or file in cumulative folder (paper copies) for later scanning and

	Cumulative folder					uploading once file is sent to district Records Office
Boundary Exceptions Transfer Requests	**Docuphase (formerly Treeno): Transfer Requests**, by SY	**Immediate**	Records documenting Inter-district and Intra-district transfer requests	District	State (as per SD51-05J-02 in Student Assignment)	Secondary records managed by Angela Nadeau at Knox Elementary records managed by Winnie Merrill Hicks at Knox
(Bus) Transportation Pick-up Changes – Temporary Authorization	**Docuphase (formerly Treeno): Transportation Notes**, by SY	**Weekly**		School	State (as Per SD51-04-14 in Student Attendance/ Absence)	Notes/emails/call logs from parents should be scanned by the school monthly. Internal transportation slips will be scanned by the Transportation Office.
(Bus) Transportation Incidents / Referrals: Improper Conduct	**Docuphase (formerly Treeno): Student / Discipline**	**Immediate**	May show bus route, time of incident, nature of incident, and student(s) name(s).	Transportation	State (as per SD51-05G-13 in Transportation)	To be archived by the Transportation Office. Ensure information is put in Skyward in addition to scanning into Docuphase (formerly Treeno).
Certificate of Exception Immunization Exemption	**Docuphase (formerly Treeno): Students / Health**	**Immediate**	Immunization/ Exemption Reporting Compliance	School: Health room Staff	State (as per SD2012-065 in Student Assignment)	Health Room Assistants should enter into student health profile in Skyward for new students in 2021-forward. Existing students with exceptions should be filed in Health File for later scanning by Health Room Assistants as time permits and District Records will provide support as needed.
Certificate of Immunization Status (CIS)	**Docuphase (formerly Treeno): Student / Immunizations**	**Immediate**	Dept. of Health Form No. 348-013	School: Health Room Staff	State (as per SD51-09-02 in Health Services)	Health Room Assistants should enter into student health profile in Skyward for new students in 2021-forward. Existing student records should be filed in health file for later scanning by Health Room Assistants as time permits and District Records will provide support as needed.

Child Abuse Reports		**Immediate**		District	State (as per SD51-09-03 in Reporting)	All Child Abuse Reports are to be sent to the Superintendent's Office immediately and will archived by Executive Assistants
Confidential Student Files Principal or Counselor Folders Principal/Counselor/Psychologist/ Therapist/Intervention Team Files		**Immediate**	May include subjective reports and anecdotal information from district, outside agencies and individuals. See Special Education Student History file for IEP, Eval and other Spec Ed records.	Individual employees	State (as per SD51-05f-03 in Student Records)	Any confidential notes kept by School Psych's and or therapists are their personal records and they should manage those records accordingly until no longer needed, then shred.
Cumulative Folders (see Cumulative Folder Technical Guidance for more information on how to process monthly inactive files)	**Docuphase (formerly Treeno): Student profile, Cumulative Folder**	**At enrollment, maintained throughout the year**	All original accumulated file contents; Effort should be made not to print records maintained in Skyward and avoid stapling of documents	District Records Office	3 year retention; retain signed originals SD51-05f-07	Cumulative folders for students who withdraw from the district should be boxed at the end of each month and sent to the district Records Office in a batch for scanning and archiving in Docuphase. You may place a Skyward Withdrawal report in the box indicating contents or any exceptions. High School Graduating Senior Class Folders should be boxed and sent to the Records Office at the end of each school year by July 1. Please contact the Records Office with any exceptions.
Curriculum Waiver Requests	**Docuphase (formerly Treeno): Students / appropriate tab**	**Monthly**	Documents received from parent/legal guardian excusing	School: Principal's designee	State (as per SD51-06A-11 in Curriculum)	Paper records scanned to student profile in Docuphase (formerly Treeno) under appropriate tab if not already noted in Skyward.

	based on type of document		student from specific classes (i.e., Physical Education because of injury, Sex Education curriculum, HIV/Aids curriculum, etc.)			
Discipline Files Student	**Docuphase (formerly Treeno): Inactive students records** Discipline ALL Active students maintained in Skyward	**Immediate**	All discipline records for students	School	State(SD2020-005;51-05F-08)	Current student records filed in student profile in Skyward as they occur; Inactive students or files more than 3 years old should be filed in Docuphase (formerly Treeno) under discipline tab so there is a reference if other schools make a records request.
ELL Program Files Copies of ELL Program documents for INACTIVE and INELIGIBLE students only		**Monthly**		District	State (as per SD51-06A-02 in Curriculum)	Multilingual Coordinator at District office will retain original file(s)
Emergency REUNIFICATION	**Docuphase (formerly Treeno): Disaster Release Forms**, by SY			District	State (as per GS2012-024 in Emergency Planning, Response, Recovery)	Report Scheduled Monthly, no regular scanning required. In the event of a disaster, all applicable used and unused documents must be retained.
Enrollment P223 reporting	**Docuphase,** by SY in School Archive under P223 folder	**Annually**		School	State(as per SD51-01-37)	Maintain on site for 4 years or until audited then shred; OR Scan to Docuphase under P223 annually and you can shred once uploaded.

Handbook Student Directory and Privacy Release	**Docuphase (formerly Treeno): Student Directory and Privacy Release Forms**, by SY	**Annually**		District Records Office	District	If not captured in Skyward, scan as part of cumulative folder; Done automatically if through Skyward portal
Field Trip Authorization by Parent/Legal Guardian	**Docuphase (formerly Treeno): Permission Slips – Field Trips**, by SY	**Monthly**		School	State (as per SD51-06C-31 in Student Attendance/Absence)	Scan and file all forms, including health forms, by month in which field trip occurred by event. Health room assistants can batch scan health files that accompany students on field trips at regular intervals or by year end.
Film Viewing / Internet Usage Parent/Legal Guardian Permission Slips Acceptable Use Form	**Docuphase (formerly Treeno): Permission Slips – Misc**, by SY	**Annually**		District Records Office	State (as per SD51-06A-12 in Curriculum)	Scan as part of cumulative folder; Done automatically if through Skyward portal
Graduation Lists/supporting counselor notes for diplomas or grad status	**Docuphase(formerly Treeno): By SY under Registrar folder**	**Annually**		Registrars and/or SIS	State(as per SD51-05F-10)	Graduation lists and supporting documentation must be downloaded from Skyward and batch scanned at the end of each school year and filed in the Registrar file in Docuphase by yr
Health Card/Folder Health Registration Form (online or paper versions) Immunization Records	**Docuphase (formerly Treeno): Students / Health**	**Immediate**	This records series includes the Health Registration Form. May include, but is not limited to, screening results, data recorded from information	School: Health Room Staff	State (as per SD2012-071 in Health Services)	Beginning 2021-2022, Health Room Assistants will upload data into Skyward under the student's health profile for all new students. Existing student records held in paper folders will be uploaded to Docuphase (formerly Treeno) under the student's profile, health tab, as time permits by Health Room Assistants with support from District Office Records Staff, as requested, until all paper records are uploaded and phased out. All

			submitted by physician, parent/legal guardian, and record of notification to parent/legal guardian.			new students should be entered into Skyward moving forward in 2022-2023. Paper files can be kept on site, but documents contained therein must be maintained in Skyward as they occur each month. All inactive student health records not uploaded to Skyward may be scanned into Docuphase as the student exits, or sent in monthly with inactive cumulative files by school secretaries. Immunization records scanned to vaccination section of health tab. Health Form scanned to health condition section or student notes section. Do not require scanning if done online.
Health Room / Nurse Encounter Treatment Card	**Docuphase (formerly Treeno): Students / Health**	**Immediate**		School: Health Room Staff	State (as per SD2012-071 in Health Services)	Health Room Assistants uploading to Skyward Health profile for new students beginning 2021-2022; District will provide support as requested.
Health Room Registry Log	**Docuphase (formerly Treeno): Health Room**, by SY	**Immediate**	Log of reporting to health office because of illness/injury	School: Health Room Staff	State (as per SD-09-05 in Health Services.)	Health Room Assistants upload to Docuphase end of each school year as a batch record through District Supervisor
Health Screening Results	**Docuphase (formerly Treeno): Students / Health**	**Immediate**	Includes the following tests: Scoliosis, Vision, Hearing	School / District	District	Health Room Assistants uploading to Skyward Health profile for new students beginning 2021-2022; District will provide support as requested to get paper items entered into Docuphase (formerly Treeno) for existing students.
Home School-Declaration of	Upload in Entry/Withdrawal	**Monthly**	Annual statement of	District	State (as per SD51-09A-05 in	Send originals to Executive Assistants at Supt Office monthly;

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Intent by Parent/Legal Guardian	Notes section in Skyward for student's profile for enrolled students as applicable.		intent by parent / legal guardian to provide full-time or part-time home-schooling for an individual student.		Home-Based Instruction)	Originals will be recorded into spreadsheet then sent to ORLA by Executive Assistants. District Records Office will Batch file annually in Docuphase at year end once received from ORLA. Do not place original document in cumulative folder for enrolled students.
Individual Health Plan	**Docuphase (formerly Treeno): Students / Health**	**Immediate**	For students with Life-Threatening Health Conditions	School: Health Room Staff	State (as per SD2012-071 in Health Services)	Form must be scanned into Skyward by Health Room Assistants. IHP section of the health tab
Medication Administration Daily Log	**Docuphase (formerly Treeno): Health Room**, by SY	**Immediate**	A chronological listing of dosages administered	School: Health Room Staff / District	State (as per SD51-09-08 in Health Services)	Health Room Assistants uploading to Skyward Health profile for new students beginning 2021-2022; District will provide support as requested to get paper items entered into Docuphase (formerly Treeno) for existing students.
Medication/Health Procedures Health Information Form Authorization to administer medication	**Docuphase (formerly Treeno): Students / Health**	**Immediate**	Administration Case Files includes physician/parent/legal guardian authorization for medication/health procedures administration and account of number and dosages administered	School: Health Room Staff / District	State (as per SD2012-071 in Health Services)	Health Room Assistants uploading to Skyward Health profile for new students beginning 2021-2022; District will provide support as requested to get paper items entered into Docuphase (formerly Treeno) for existing students.

Military Affiliation Form	Docuphase (formerly Treeno): Military Affiliation Forms	Annually	Military Affiliation Form	District Records Office	District	Part of Handbook; will be scanned from cumulative folder by district
OSD Student/Parent/Legal Guardian's Rights & Responsibilities Handbook Acknowledgement Form	Docuphase (formerly Treeno): OSD Rights & Responsibilities Handbook, by SY	Annually	.	District Records Office	District	Part of Handbook; Signature page only should be uploaded in Docuphase (formerly Treeno) by YR end as part of cumulative folder
Parent/Legal Guardian Misc. Permission (e.g. after-school program)	Docuphase (formerly Treeno): Permission Slips – Misc, by SY	Annually		District Records Office	State (as per SD51-06C-31 in Student Attendance / Absence)	Scan in Docuphase (formerly Treeno) by end of YR as part of cumulative folder
School Bulletins & Newspapers	Docuphase (formerly Treeno): Daily Bulletins or Newsletters, by SY	Annually		School	State (as per GS50-06F-04 in Forms and Publications)	Information posted on district website or generated electronically does not require further archiving. Paper items should be batch filed in Docuphase (formerly Treeno) by end of YR
Student Disciplinary Action Report & Files Individual Student	Docuphase (formerly Treeno): Student / Discipline	Monthly		School - only archive paper notes in Docuphase (formerly Treeno).	State (as per SD51-01-50 & SD51-05F-08 in Student Records)	Paper records routinely uploaded to student discipline section in Skyward. Records older than 3 years should be organized, boxed and sent to District Records Office for Docuphase uploading..
Student Records Directory and Privacy Form Demographic Distribution	Docuphase (formerly Treeno): Student Directory and Privacy Release Forms, by SY		OSD Release of Directory Information	School may enter into Skyward - NO Scanning Required.	District	School may enter into Skyward - NO Scanning Required. If not entered into Skyward, file in cumulative folder
Student Sign In / Out Logs Late Arrival/Early Departure	Docuphase (formerly Treeno): Student Logs – Late	Monthly	Typically a handwritten log filled out by	School	State (as per SD51-04-14 in Student Attendance)	Paper versions should be scanned monthly and archived in Docuphase (formerly Treeno).

	Arrival/Early Departure, by SY		parents and/or students			
Student Registrations including address verifications, Birth Certs	Docuphase (formerly Treeno): Student Profile	Annually	Paper forms only	District Records Office	State (as per SD51-05J-040)	Electronic registration forms maintained through Skyward; Paper documents used for verification and signed forms should be filed by student with cumulative folder items for upload to Docuphase (formerly Treeno) when student graduates or leaves the district.
Transportation Bus Roster				District		Retained in Transfinder.
Transcripts and any requests for changes to grades; Logs of requests	Skyward 2000-Docuphase 1999-prior Requests, logs, corrections filed under Registrar folder in Docuphase	Annually		SIS, Registrars and District Records	State (as per SD51-05F-10)	Retain for 100 years after student graduates or leaves the district; Maintained in Skyward and Docuphase. Logs of requests for transcripts must be maintained annually by registrars and will be uploaded annually into Docuphase by District Records staff.
Visitor logs (all kiosk documented entry and exit logs)	Kiosk at school and any paper logs	Annually by Volunteer Coordinator		School & District Volunteer Coord	State (as per GS50-06B-20)	Must be logged in Kiosks at maintained for 3 years after end of school year in digital or paper format. Paper format filed monthly in Docuphase.
Volunteer Driver Forms	Docuphase (formerly Treeno): Permission Slips – Misc	Monthly		School	State (as per SD51-06C-31, GS50-01-10, GS2010-081 & GS50-01-10)	Maintain batch scan in Docuphase (formerly Treeno)
Withdrawal/Transfer Form-Secondary From parent/guardian	Docuphase (formerly Treeno): Student / Enrollment	Immediate		School	State (as per SD51-05F-07 in Student Records)	Skyward