

## WARREN COUNTY PUBLIC SCHOOLS

### CUMULATIVE RECORD CHANGE

**CHANGE DATE: JULY 8, 2014 – REVISED 11/10/2014**

A team comprised of the following WCPS personnel came together to determine the value of the Warren County Public Schools Educational Record or “White Card”. Meeting on July 8, 2014 were:

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Lorie Richey  
Trace Kirkwood, KDLA  
Becky Hurley  
Consultation by telephone: Skip Cleavenger and Stephanie Payne

Currently the “White Card” is used as a catch all for documentation regarding student educational progress and is not used as originally intended. Some schools within the WCPS have developed their own policy for using the “White Card” and some, if not most, are using outdated procedures developed by past personnel within the District. The team determined that a consistent approach is vitally necessary.

According to the Kentucky Department for Libraries and Archives, and pursuant to State and Federal Regulations, the following is **required** to be kept permanently in the Student Cumulative Record File (Series No. L2363).

*Transcripts with the student's name, date, address, phone, GPA, classes taken, grades, and years completed.*

This information is recorded on Infinite Campus.

The following may be destroyed **3 years after the student graduates or leaves the district.**

*Student test records; copies of birth certificate; student activity participation sheet; senior check sheet; permission for release of school records; family rights privacy sheet; transfer certificate of credits; summary sheet of personal characteristics; program planning guide; disciplinary documents; reading record; permission or recommendation records; information data sheet; counseling referral form and informational and reference materials.*

Although information received from previous school districts is extremely beneficial to teachers, counselors and support staff, it is not necessary to be filed in the Student Cumulative Record File. This information may be kept, at the schools discretion, in a separate location.

To assist in the flow of student information to the feeder schools in a consistent manner and to ease the purging process, the following outlines the team's recommendations for the WCPS Student Cumulative Record File:

- Discontinue use of the Warren County Public Schools Educational Record or "White Card" beginning with the 2014-2015 school year. All information is on Infinite Campus.
- Support Staff will no longer make copies of the original records if a student transfers within the WCPS District. Send the original file.
- Keep a log of the records you send within the District with the Student's name, DOB, date records were sent and to whom they were sent to. Name the individual, not just the school.
- Original records will not be sent outside of the District. Once a student transfers outside the WCPS District and only after a records request has been received, copies of records will be sent. The school will maintain the cumulative folder for the duration of the retention span. Once the retention span has passed, the original file will then be purged according to the KDLA Retention Schedule and the four required documents will be sent to Archives for storage.
- The WCPS Cumulative File Folder checklist will be followed by all WCPS personnel. The Records Retention Manager (RRM) will conduct spot checks to determine that the schools are following the checklist. This will assist the RRM in determining future training opportunities. Multiple errors will be brought to the attention of the Principal and/or other supervisors.
- The RRM will provide any and all necessary training to current and new support staff (if hired during the school year) to ensure that the checklist is being followed and is used consistently within the WCPS District.
- The Cumulative Health Folder and specified documentation will no longer be kept in the Cumulative Folder. It will be maintained separately.
- Enrollment Forms will be completed on students entering Pre-School, Kindergarten, 7<sup>th</sup> and 9<sup>th</sup> grades and "new" students to the District only.
- The Home Language Survey will be completed upon initial enrollment only and will remain with the folder.
- The Cumulative Record File will be separated by Section. Effective immediately brad folders will no longer be used.
- A "Transcript Addendum" will be developed by Student Services to be used to record test score labels. ALL TEST SCORE LABELS WILL BE ADHERED TO THIS CARD. NO STAPELING, PAPER CLIPS OR TAPE. This card will be kept at the school level, filed by school year and alphabetically by student's name and destroyed 4 years after graduation or the student leaves the district.

- All information necessary for a student transfer within the District is on Infinite Campus with the exception of attendance. The school can request this information from Student Services and it will be provided to them. If you have permissions you will be able to see other schools in our District attendance.
- A transferring student's records which are requested by WCPS will be kept, at the teacher's, counselor's or support staff's discretion, in a separate location. We are not required to keep this information permanently. It will not be kept in the Cumulative Record File.
- The Student Cumulative Record file will be organized according to the checklist. It is the responsibility of the school sending the record file to ensure that the file is in order and only the documentation listed is sent to the feeder school. Folders that are sent outside of the checklist requirements will be returned to the sending school for correction.
- The Checklist for Elementary, Middle and High School has been combined into one document. This checklist will remain in the Cumulative Record File at all levels.
- Upon the students graduation the **High Schools** will produce a PDF file of the transcript from Infinite Campus. This will then be sent via PDF file to Student Services. This is the only type of transcript record Student Services will accept.
- The Student Handbook Compliance Signature document will be kept separately. This document is destroyed after 1 year.
- Special area information (Sp. Ed., GT, ESL) will be identified on the folder to indicate area. **Blue** for GT, **Green** for ESL, **Orange** for Sp. Ed. (Please specify 504 or Speech if applicable on sticker), **Red** for Custody Issues
- **Brigance (Pre-K and K-2 Assessment and Screening Summary)** will be kept in the folder for the 5 year retention and will be purged when Student Records are transferred to the feeder school. (6<sup>th</sup> Grade)
- **Truancy:** Letters sent by schools at 3 and 6 absences should be scanned into IC under the General/Counseling tab. If a school DOES NOT have scanning capabilities at this time, the letters will be kept in Section 3 of the Student Cumulative Folder. NOTE: You must scan these letters if you are able to. This assists the Truancy Officer once she has been notified of absence issues and gives her the information she needs at her fingertips.
- **Gifted and Talented Program:** Primary Talent Pool Information has been added. This is a one page document.

### **Withdrawals and Drop Outs.**

There are four (4) records for students that withdraw from WCPS that must be kept permanently according to KDLA, State and Federal Guidelines. They are:

Cumulative Grades  
Withdraw Notification

Request for Records  
Drop Out Questionnaire

Students withdrawn from the WCPS District during the school year will have their Student Cumulative Record File purged with the exception of the above documentation **after** the students records are requested by the District in which the student is enrolled and the retention period has ended. The schools will maintain these records through the retention period. They will be filed according to year, and alphabetically by student name.

The four remaining documents will be forwarded to Archives for storage. All other information is kept on Infinite Campus and can be requested (written requests only) through the Records Retention Office by the student or student's parent or legal guardian.

All Schools will use the WCPS withdraw notification in a complete manner. Do not leave blanks.

## WARREN COUNTY PUBLIC SCHOOLS CUMULATIVE FILE FOLDER CHECKLIST

Please initial the box to the left of each item to indicate completion prior to forwarding to feeder school.

### Section 1

	Cumulative File Folder Checklist	Stays with folder
	Enrollment Form (Grades Pre-K, 7, 9 & new students only)	Stays with folder
	Birth Certificate	Stays with folder
	Home Language Survey (initial enrollment only)	Stays with folder
	Custody Papers	Remove when superseded
	Proof of Residency	Stays with folder
	Extra year documentation	Stays with folder

### Section 2

	KPREP Reports	Stays with folder
	STAR Reports (Math, Reading, annual reports only)	Stays with folder
	RTI Progress Monitoring (Math, Reading, only if applicable)	Stays with folder
	Primary Talent Pool Information	Stays with folder
	Pre-K & K-2 Assessment - Brigance (summary report, data sheet and parent report)	Stays with folder (5 year retention)
	Transcript Addendum	Stays with folder

### Section 3

	Standard Based Report (7-12)	Stays with folder
	End of Year Report Card (K-6 only)	Stays with folder
	*3 and 6 Absentee Letters (Truancy)	Destroy after 2 years
	**Withdrawal Notification	Send to Archives (permanent)
	**Drop out Questionnaire	Send to Archives (permanent)
	**Records Request	Send to Archives (permanent)

\*\* Send to Archives **after** the students records are requested by the District in which the student is enrolled and retention period has passed.

\*Must be scanned into IC under General/Counseling tab if scanning capabilities are available. Once scanned the letters can be destroyed.

- ❖ Social Security numbers/copies of SS cards are given on a voluntary basis and are not required for enrollment. **However, Social Security numbers are required for KEES Money.** If copies of the SS card are made, destroy once the information is keyed into IC. Do not leave copies of SS cards in the folder.
- ❖ **PLEASE REMEMBER TO SEND THE CUMULATIVE HEALTH FOLDER ALONG WITH THE CUMULATIVE STUDENT RECORD FILE.**

**Blue folders (any shade of blue)** will be used for the Cumulative Health File to differentiate it from the Cumulative Student File.

**Cumulative Health File – Maintained Separate from the Cumulative Folder**

	Cumulative Health Card	Transfers with Student w/in District
	Immunization Certificate	Transfers with Student w/in District
	Medical Examination signed by Physician	Transfers with Student w/in District
	Medication Alerts	**1 year retention
	Allergy Action Plan	**1 year retention
	Authorization to give medication	**1 year retention
	Vision, Hearing, and Dental Screening Records	Transfers with Student w/in District

\*\* Retain 1 year, plus current.