



COUNSELING DEPARTMENT CREATION/MAINTENANCE OF STUDENT RECORDS PROCEDURE (GUI-P001)

1.0 SCOPE:

- 1.1 This procedure outlines the process of creating and maintaining cumulative folders/transcripts within the Counseling Departments of CMCSS.

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

2.0 RESPONSIBILITY:

- 2.1 Counseling Department/School Designee

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic 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 Identification (ID): Student's birth name (T.C.A. § 49-6-5106, Date of Birth, Directory information (FERPA 34 CFR § 99.37) and Withdrawal date, re-entry date, name of school.

5.0 PROCEDURE:

- 5.1 Counseling Department/School Designee creates cumulative folder to include:
 - 5.1.1 Birth name verified and entered on cumulative folder last name first (T.C.A. § 49-6-5106). Nickname may be entered in parenthesis.
 - 5.1.2 Copy of Birth Certificate (T.C.A. § 49-6-5106).
 - 5.1.3 Up-to-date Immunization record and physical (T.C.A. §§ 49-6-5001 through 5003) required.
 - 5.1.4 Pertinent student legal documentation, including custody papers/name changes.
 - 5.1.5 Directory information (FERPA 34 CFR § 99.37) required.
 - 5.1.6 Completed Registration forms.
 - 5.1.7 Test scores mandated by the state of Tennessee; National test scores for admission into college(s).
 - 5.1.8 Families In Transitions (FiT) Confirmation Certification (if applicable).
- 5.2 Counseling Department/School Designee creates Transcript:
 - 5.2.1 Birth name verified and entered on transcript last name first.



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5.2.1.1 Nickname may be entered in parenthesis (T.C.A. § 49-6-5106).

5.3 Guidance Department/School Designee maintains Cumulative Folder:

5.3.1 Immunization record updated.

5.3.2 Legal documents added. Name changes, governed by T.C.A. §49-6-5106, posted on transcript.

5.3.3 Signed request form (FERPA 20 USC §1232g; 34 CFR §99.31) (REC-F003).

5.3.4 Grades posted on page 1 of transcript; test scores posted on page 2 of transcript.

5.3.5 Drop or transfer date and location entered.

5.3.6 Monies owed them amount put on front of transcript using removable tape.

5.3.7 GPA, total credits, class rank, graduation date or last date attended and type of diploma, if awarded, entered.

5.3.8 Principal's signature on final transcript.

5.3.9 If copy of record released by request, record must be dated and have Guidance Department signature.

5.3.10 Transcript placed in front of Cumulative Folder.

6.0 ASSOCIATED DOCUMENTS:

6.1 T.C.A. § 49-6-5106, §§49-6-5001 through 5003

6.2 FERPA 34 CFR §99.37; 34 CFR §99.31 & 20 USC §1232g
(www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

6.3 Request Form, [REC-F003](#)

7.0 RECORD RETENTION TABLE:

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

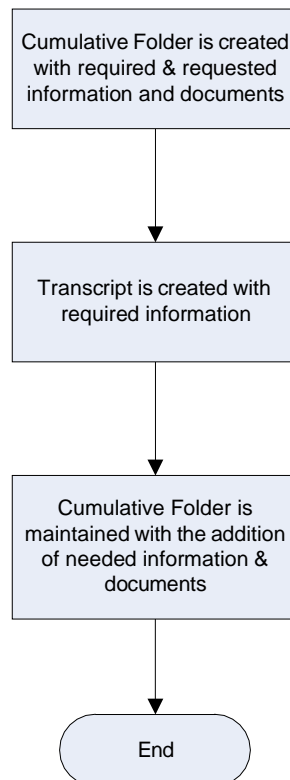
8.0 REVISION HISTORY:

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<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/28/06		Initial Release
8/28/07	A	Update Attachment A and add Attachment B
6/15/09	B	Change approval, update 5.3
10/11/13	C	Remove information pertaining to Social Security number, Computer ID strip, Add grades posted on page 1 and test scores on page 2, Update logo, flowchart, and attachments
8/21/23	D	Made several changes throughout to reflect updated terminology with respect to school counselors. Changed approval authority from CCO to CAO. Added updated and corrected references to state law.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.



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