



PREPARATION OF STUDENT RECORDS FOR STORAGE/TRANSFER PROCEDURE (GUI-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of preparing CMCSS student records for storage and transfer to the Central Records Department.

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 Registrar

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 Special Education Confidential File: A student's record of evaluations, services and placement in any special education program.

5.0 PROCEDURE:

- 5.1 Guidance Department or designee prepares cumulative folder for storage as follows:
 - 5.1.1 **Inside of the folder:** Required items are registration form, current immunization record, copy of birth certificate or proof of birth, proof of a physical (if applicable), transcript page 1 with grades and page 2 with testing data. The following must be included if available: any withdrawal or transfer forms, registration form, notification of special ed records, and any debts.
 - 5.1.2 **Special Education Records** – see SPE-P007
 - 5.1.3 **On the folder:** Student's legal name (last name first) on label and written along right hand side of folder, directory data, and debt label, if applicable. Black out social security number and remove any pictures.
 - 5.1.4 Student record is purged of unnecessary items. Sensitive documents **must** be shredded.
 - 5.1.5 Include alphabetic list of student's folders for each box including a list of withdrawals and graduates. Records processing cannot occur without the list. School personnel will be contacted first to remedy if list is not included. Administration will be contacted if personnel is unavailable.



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5.1.6 Cumulative folders are packed alphabetically in boxes. Boxes are labeled with school name and numbered (1 of 10, 2 of 10 and so on) and addressed to Greenwood Complex, Attention: Central Records.

5.1.7 Warehouse foreman notified by email of pickup.

6.0 ASSOCIATED DOCUMENTS:

6.1 T.C.A. §49-6-5106, §49-6-5001 through 5003 (www.state.tn.us)

6.2 FERPA (www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

6.3 Sending Cumulative Records from High School to Central Records, [REC-W003](#)

6.4 Sending Cumulative Records from Elementary/Middle School to Central Records, [REC-W004](#)

6.5 Special Education Records Procedure, [SPE-P007](#)

6.6 Sending Cumulative Records from Elementary School to Middle School, [INS-W003](#)

6.7 Sending Cumulative Records from Middle School to High School, [INS-W004](#)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Cumulative Folder/Transcript	Student cumulative files sent to Central Records upon graduation, death, 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:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/28/06		Initial Release
6/01/08	A	Remove Special Education reference throughout procedure, update 6.0
6/15/09	B	Update Approval, remove ID Strip definition, add new 5.1.4 and renumber, add work instructions under 6.0
10/11/13	C	Remove information pertaining to Social Security number, Computer ID strip, Remove REC-W001 and REC-W002, add grades posted on page 1 and test scores on page 2, Update logo, flowchart, and attachments



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9/15/16	D	Updated associated documents. Added reference to SPE-P007.
2/1/19	E	Updated as result of internal audit. 3.1, replaced CCO with CAO. Removed 5.1.6, repeat of 5.1.4. Added last sentence to 5.1.5. 5.1.6, changed Central Office to Greenwood Complex.
2/14/22	F	Minor revisions throughout.

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