



## **VERIFICATION OF DEBTS OWED PROCEDURE (REC-P004)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for verification of debts owed.

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

### **2.0 RESPONSIBILITY:**

- 2.1 Lead Records Center Specialist

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief of Staff

### **4.0 DEFINITIONS:**

- 4.1 Debt: Debts collected by Schools and Accounting Department are, but not limited to, the following: money owed for books, uniforms, band, lunch, camp and fund raising money reported but not turned in.
- 4.2 Transcript: Students permanent record of courses taken, grades received and test scores.
- 4.3 Cumulative Folder: Student's permanent record.
- 4.4 CMCSS: Clarksville-Montgomery County School System

### **5.0 PROCEDURE:**

- 5.1 Records Specialist receives request for student transcript ([REC-F003](#)) or verification of graduation.
- 5.2 Student's transcript and cumulative folder is retrieved from records storage.
- 5.3 Records Specialist checks transcript and cumulative folder for debts owed. Transcript or Verification of Graduation cannot be issued unless debt free.
  - 5.3.1 If there is a debt owed, Records Specialist notifies student that the debt must be paid before transcript or verification of graduation can be released.
  - 5.3.2 When payment (cash or money order) is received student is given a receipt for payment and student record is marked paid.
  - 5.3.3 If debt is not paid, original request is dated, reason for not releasing transcript or verification of graduation recorded, release signed and dated and filed in student's cumulative folder before returning to storage.
- 5.4 Records Specialist releases debt free transcript or verification of graduation and returns the student record to storage.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Request for Transcript ([REC-F003](#))



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**6.2** Verification of Graduation

**6.3** Tennessee Code Annotated 49-3-310

**6.4** Student Transcript

**6.5** Cumulative Folder

### **7.0 RECORD RETENTION TABLE:**

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Request for Transcript/Verification of Graduation	Central Records File Room	Indefinitely	Permanent	Secured Building

### **8.0 REVISION HISTORY:**

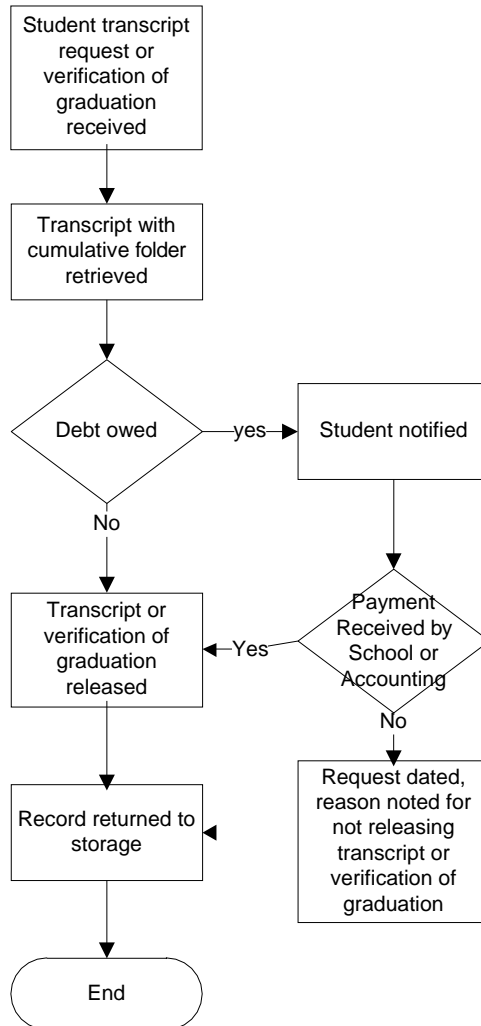
<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
10/28/03		Initial Release
3/12/07	A	Remove TCH-P014 & TCH-F003 references
4/22/09	B	Update 2.0 & 3.0 and 5.3.2, delete 5.3.3, renumber, combine 5.4 & 5.5, revise flowchart
3/26/13	C	Add reference to Verification of Graduation
3/1/21	D	Updated Responsibility and Approval Authority

### **9.0 FLOWCHART:**

**9.1** A flowchart detailing this process can be found below.

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**\* \* \* End of procedure \* \* \***