



It's almost time to archive!

Last Day of School
May 21st

END OF YEAR TRANSFERS: As the end of the 2018-2019 school year is fast approaching, please make plans to prepare your student files for EOY transfer. You can print student transfer lists at any time and as frequently as you need to. *The warehouse will pick up the records on **May 28th** and **29th**.* Please make sure to check your lists for any changes and have the boxes ready for pick up by the warehouse.

DCS REQUEST FOR RECORDS: If a DCS worker visits your campus and requests to interview a student or view the student's records, please make sure they provide documentation which indicates they are authorized to obtain information concerning the child. This could be a court order, a *Request to Interview* form, or other type of DCS form. A copy of this document should be placed in the student's cumulative file. Please also make sure to obtain a copy of their DCS badge and place a copy in the student's file.

ACCESS TO STUDENT RECORDS: Under FERPA regulations schools must maintain a record of access to student records if the individual requesting the access is not the following: (1.) A parent/guardian of the student. (2.) An eligible student 18 years or older. (3.) A school official. (4.) An individual with written consent from the parent or eligible student to access the student's records. (5.) An educational institution to whom the student may be transferring. If a DCS worker or any individual outside any of the categories listed above accesses a student folder, you will need to log the access on a [Record of Access to Educational Records](#) form. This is a FERPA requirement. We've attached a form you can use for this purpose.

VIDEO COPIES: Any request to view a video copy of a bus incident or any other type of occurrence must be submitted through a Public Records Request.

COURIER REQUESTS: When placing a courier request for records, there are now two categories to choose from in the **Drop-Off Location** section of the courier request webpage: **Records@Warehouse-Shred** for records being sent to us for shredding and **Records@Warehouse-Archive** for records being sent for Archive.

DATE STAMP: Please be sure to date stamp time sensitive material, including subpoenas, court documents, or public records requests. Date stamping incoming documents is very important since legal documents normally have deadlines.

ARCHIVE BOXES: When preparing boxes for archiving, please do not tape the lids onto the boxes since we need to open them for inspection. Also, please make sure the labels are securely taped. We've received a number of boxes with labels that were torn during transit to the Support Facility. Banker boxes can be ordered from the district warehouse: Item Number #1801 (12-pack of heavy-duty banker boxes for archiving. Cost: \$63.79 per pack).

STEPPARENTS: Per FERPA, if a stepparent is requesting student records, the stepparent must be currently residing with the student in order to receive the records. Please check the student's profile in Infinite Campus to see if the stepparent resides in the household with the child. If the stepparent resides in the household with the child, they have the same rights as natural parents to receive the records. For further information, please see the [Definition of a Parent](#) link on the Records website.

ARCHIVED REQUESTS: If you need a file that has been archived, you can enter an archive request on the Records website under **Archived Records Requests – Internal**. Records will forward the file to your department or school.

ROLLER KITS: If your scanner rollers need to be replaced, you can order a ScanAID Kit from **Vision Business Products** in Phoenix, AZ. The part number is CG01000-280401. Cost: \$99.00 plus tax and freight. If you require assistance installing the rollers, please place an IT Work Order.

Questions or Concerns?

Please contact us at records@dysart.org.



ISCHOOL: We've received a number of questions about archiving iSchool student records. If the student withdraws from your school and attends iSchool **only**, the file goes to iSchool. After the student withdraws or graduates from iSchool, the iSchool Admin. III will forward the files directly to Records for archive. If the student is dual enrolled in your school **and** iSchool, the file remains at the school campus and is forwarded to Records for archive after the four-year retention period. iSchool will handle all files for students who never attend a Dysart school and attend iSchool only.