



Archiving Tips

Here are a few tips as you archive:

- 1.) Make sure to include a student list inside each box which lists the names of the students included in that particular box.
- 2.) Please do not pack the boxes too tightly! Make sure a file may be retrieved easily.
- 3.) The correct label must be placed on the front and back of each box. For *permanent* student records, a permanent label must be used. If *non-permanent* records are being sent for shredding, a non-permanent label must be used.
- 4.) Securely tape the box label on all four sides of the label (top, bottom, and both sides).
- 5.) Please submit **separate** courier requests for permanent student records to be archived and non-permanent records to be shredded. This will ensure that files do not accidentally get placed in the wrong location.
- 6.) Please send a copy of your student list and box label to records@dysart.org for approval. We are accepting all records through the 2014-2015 school year.

DCS REQUESTS: In our last newsletter, we indicated that a copy of DCS requests should be placed in the student's file. However, if your school has a separate location where you keep the DCS requests, that is acceptable. If your school has an alternate location for DCS documents, please make sure they are kept in a locked cabinet or drawer. If your school does not have a separate location for DCS requests, please place the requests inside the student's cumulative file. It is important that the requests are retained for four years after the last year of attendance. Also, please remember that if you receive a student records request from someone who is not from DCS, the records must not be disclosed to the requesting party.

Have a great summer!

LASERFICHE ISSUES: Please do not contact our Laserfiche representative directly for any problems or issues you may be experiencing with scanning. Place an IT Work Order instead. Many of the issues can be resolved by either the Records Department or IT. Additionally, all scanning issues need to be tracked internally since the district is billed for any calls to our Laserfiche support personnel. If you require training, please contact the Records Department at Ext. 7006.

RECORDS SURVEY: Thank you to everyone who responded to our recent survey. Many of you presented us with helpful questions. We've included responses below:

LAW ENFORCEMENT REQUESTS FOR RECORDS: According to FERPA, law enforcement officers must present a subpoena or copy of a court order in order to obtain student records. This would include requests from a probation officer, police officer, sheriff's deputy, detective, FBI agent, or any other law enforcement individual. The officer will also need to provide photo identification. If you receive a subpoena for student records, please date stamp the document and scan a copy to records@dysart.org. Also, please forward the original subpoena and the student's cumulative file to the Records Department as soon as possible via courier request. Please do not send the student file and original subpoena via inter-district mail due to the sensitive nature of the material. *Please note that if a law enforcement official is requesting records due to an emergency situation, there may be an exception to the requirement to produce a subpoena or court order. Please speak with your school administrative staff for guidance.

CASA: If a CASA (Court Appointed Special Advocate) worker requests student records, they must show a photo ID and present a court document confirming they have authority to access records for the student.

RECORDS ACCESS LOG: Please place a records access log inside the student file so that all records of access to the student's file may be viewed in one place. The log can be stapled to the inside of the front cover. This provides a more efficient record of people who have accessed the file than placing requests separately throughout the file.

ELECTRONIC TRANSCRIPTS: We are able to accept electronic transcripts if they come from an educational institution. We cannot accept electronic transcripts from a student, parent, or other family member.

EOY: You can start transferring student files to the receiving schools the first week in May. Per the Warehouse, you won't need to wait until May 28th and May 29th to begin the transfers. Please check your student lists online through Infinite Campus.

Questions? Please contact us at records@dysart.org.