



CUMULATIVE FILE

The Records Department in collaboration with the SIS team developed the following procedure for housing the student cumulative files to create consistency among all schools:

For any student record including a “No Show” the file should remain with the last school attended. If a student new to the District is enrolled, but never attends and is designated as “No Show” during the first ten days, the file should be kept with that enrolling school.

Please scan the records from a file before transferring it between schools, so if a file is misdirected/lost we will still have a copy of the records.

If anyone having access to Laserfiche needs training on how to scan, please contact the Records Department and we will provide that.

DCS REQUESTS: Due to the sensitive nature of DCS requests and associated information, these records should be kept outside of the student’s cumulative file or SIS record. These records are not transmitted to a new school nor provided with responsive records to a records request. The only exception that can be made is providing the Notice to Provider document to another school within the District. DCS information should be kept in a secure area approved by your school administration.

NEW PARCHMENT INFORMATION: In addition to Parchment being our administrator for transcript requests, the District has designated them as the administrator for third party education verification requests.

With this important change, any requests received through Parchment are being sent to the Records Department for handling. Should your school receive any third party education verification requests directly from background check companies, please refer them to Parchment.com.

PARENTAL POWER OF ATTORNEY: A parent/guardian may delegate the care and custody of a minor to another person for a period of time not to exceed six months. The custodial parent/guardian must delegate with a properly executed power of attorney that has the following elements:

Contains language that clearly indicates that the maker intends to create a power of attorney;

Designates who they want to assume the role;

Is signed by the parent(s);

Must be witnessed by a person other than the parent, the other parent, the other children or the notary public; and

Is also notarized with respect to the signatures of the witness and the maker.

Please note: If a Power of Attorney is deficient, the student may still qualify as homeless under the District’s policy.

STUDENT FILE ORDER: If you manage student records for your school, please refer to the 2019-2020 Student File Order on the Records website. In the last few years, the Student Transfer Form and Retention Packet have been added to the “Permanent Records” section.

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 or IT Departments. Additionally, all Laserfiche issues need to be tracked internally since the district is billed for any calls/support tickets to our Laserfiche support personnel.