



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall establish the procedures to be used related to cumulative folders in the Washoe County School District ("WCSD").

PROCEDURE

1. Created for All New Students – A cumulative folder is prepared for all new students enrolled in WCSD.
2. Contents of the Cumulative Folder
 - a. A copy of the student's suitable proof of identification documents stapled to back of cumulative folder (suitable proof is either a certified birth certificate, certified state or county abstract of birth, state or county certification of live birth only if the parent is listed on the document). If the parent/guardian refuses to let the school copy the suitable proof then the completed "WCSD Parent Refusal to Allow Copy of Suitable Proof of Child's Age and Identity for Enrollment" form but be stapled to the back of the cumulative folder.
 - b. A copy of the most current document verifying the student's address (if the parent allows a copy to be made);
 - c. The Immunization Record * (ONLY when a student withdraws);
 - d. Vision, Hearing and Dental Screening * ;
 - e. All medical referral information *;
 - f. Any appropriate testing information;
 - g. Any special program reports, i.e., Title I, Speech, Resource, ESL, etc.;
 - h. Records Release Form;
 - i. Legal Papers: Power of Attorney, Court Order, etc.;
 - j. Temporary Guardianship Form (when applicable);
 - k. Parent Information Form for Students Living with a Temporary Guardian (when applicable);
 - l. Home Language Survey; an
 - m. Any additional student data as directed by the Office of Student Accounting, principal, counselor or teacher.

* Students actively enrolled in a WCSD school shall have their health record kept in the school's health clinic for easy access. When a student withdraws from WCSD and goes to an out-of-district school, a **copy** of his/her health record is put in the cumulative folder and sent to the out-of-district school. The original health record is sent to WCSD Health Services. If a student withdraws from one WCSD school to attend another WCSD school, his/her health record is sent separately to the next WCSD school.

3. Permanent Record

a. Elementary

- i. A copy of the Permanent Record Card for students enrolled prior to the 2010-2011 school year and IC Elementary Transcript for students enrolling during the 2010-2011 school year.

b. Secondary

- i. The permanent record for high and middle school is the computer generated transcript.
- ii. A copy of the permanent record card for students enrolled prior to the 2010-2011 school year must be in the cumulative folder.
- iii. When another school requests a student's cumulative folder, a copy of the student's permanent record card and/or computer generated transcript is placed outside and on top of the cumulative folder.

4. Moving to Middle and High School

- a. When a student advances to middle school, the elementary transcript and culled cumulative folder will be forwarded to the appropriate middle school.
- b. When a student advances to high school, the elementary and middle school transcripts and culled cumulative folder will be forwarded to the appropriate high school.

5. Retaining Cumulative Folder

- a. If a student withdraws and the records are not requested, the school will need to retain the cumulative folder until 6 years after the date the student should have graduated. **Student cumulative folders are to be retained until 6 years after the graduation of the pupil.**

6. Destruction of Cumulative Records

- a. Student cumulative folders should be destroyed after the period of retention described in #4 has expired.
- b. Records must be destroyed in accordance with the applicable schedule by:
 - i. Shredding by a bonded dealer or by school personnel. (If the records are recycled by a bonded dealer, after completion of the recycling, the bonded dealer shall submit a certificate of destruction which confirms that the dealer received the records and destroyed them in a proper manner.)

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure reflects the goals of the District’s Strategic Plan.
- 2. This Administrative Procedure complies and aligns with the governing documents of the District.
- 3. This Administrative Procedure complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
 - a. Chapter 239, Public Records, and the Local Government Records Management Program Manual – Retention Schedules

REVIEW AND REPORTING

- 1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
2/11/2011	1.0	Adopted as SA-(Manual)
9/10/2015	1.1	Converted to Administrative Procedure in line with other governing documents