Responsible Office: Department of Student Accounting

PURPOSE

This administrative procedure establishes the process for maintaining student permanent academic records in the Washoe County School District ("District" or "WCSD").

REGULATION

1. For the purpose of this administrative procedure:

    a. "IC" or "Infinite Campus" refers to the District's student information system and is the official student record;

    b. "OnBase" refers to the District's electronic record management system where most student records not maintained in IC are kept; and

    c. "ScribOrder" refers to the District's student records request and delivery system. All student records are requested through ScribOrder and ScribOrder, an encrypted data delivery system, is used to send student records to entities outside of WCSD.

2. A student's official academic record is a legal document and must be treated as such – a history of manual paper permanent record card and the computer transcript.

3. Elementary School Student Records

    a. For elementary school students enrolled prior to the 2010-2011 school year, the official academic record was the paper permanent record card. A copy of this card is maintained in the District's electronic student record management system (OnBase).

    b. Commencing with the 2010-2011 school year the official academic record is the Infinite Campus (IC) elementary transcript.

4. Secondary School Student Records

    a. A computer generated transcript will serve as the middle and high school permanent record.

    b. Prior to 1994-95, the official academic record for the middle schools was a manually created paper permanent record card.

    c. Prior to 1995-96, the official academic record for high school was a manually created paper permanent record card.

    d. Beginning with the 1995-96 school year, the 9th grade and the 10th grade academic records were computer generated.

        i. The last graduating class to have paper permanent record cards with four years of grade labels was the graduating class of 1996.

        ii. The first graduating class to have an entire transcript computer generated was the graduating class of 1997.

        iii. The first graduating class to have an entire PK-12 computer generated transcript will be the class of 2023.

    e. The transcript is automatically created when a student is enrolled in Infinite Campus (IC).

    f. The student's complete record MUST follow the student as long as he/she is enrolled in a WCSD school. This does not include charter schools. The complete permanent record/transcript is in the District's electronic student record management system (OnBase).

    g. When a student no longer attends school in WCSD, the academic records (elementary permanent record and middle and high school transcripts) are permanently maintained by the Department of Student Accounting.

5. Name Changes on the Student's Permanent Record

    a. A student name change must be substantiated by legal documentation before any records can be altered.

    b. If the name is not changed retroactively, a copy of the court order shall be scanned into OnBase.

    c. When a court orders a NEW birth certificate to be issued with a name change:

        i. ALL student records are changed retroactively. The former name does not appear on any of the student records.

        ii. The school must scan the court order into OnBase.

        iii. The school shall receive a new certified copy of the birth certificate for that child. The new copy must be scanned into OnBase; the old copy shall be deleted from OnBase.

    d. When a court order does not mandate the issuance of a new birth certificate but specifically orders the District to change the name:

  i. The school shall follow the order of the court and change the name on school records specified by the document. The school will not change the name retroactively, unless the court order specifies this.

  ii. The school must scan the court order into OnBase.

 e. When the name is legally changed as a result of adoption or personal preference:

  i. ALL student records, including immunization records, are changed, as of the date shown on the legal document. Schools are NOT to change the name retroactively, unless the court specified this.

  ii. The school must scan the legal document authorizing the change into OnBase.

6. Records of Deceased Students

 a. The permanent record cards, middle school transcripts, and or high school transcripts for students who are deceased must be scanned into OnBase using the appropriate surrender folder.

7. Transferring Transcripts and Copies of Former Elementary Permanent Record Cards In and Out of WCSD

 a. Non WCSD School (including all charter schools)

  i. Whenever a student withdraws and his/her records are requested from a private school, a charter school, home school (includes WCSD home schooling), or a school outside of Washoe County, the records must be requested through ScribOrder and the request is fulfilled using ScribOrder.

  ii. Before the school processes the official transcript through ScribOrder, verify that the transcript is COMPLETE AND ACCURATE.

  iii. The complete transcript/perm card record from OnBase for any student in WCSD should be sent through ScribOrder.

  iv. The student's original elementary transcript (if applicable) and the middle school and/or high school transcript for "no-shows" and withdrawals at the end of the school year must be scanned into the appropriate surrender folder in OnBase.

 b. A WCSD School (does not include charter schools)

  i. The student's transcript must be printed from IC, reviewed for accuracy, and scanned into OnBase.

ii. The student's COMPLETE original school record will follow the student in OnBase as long as he/she is enrolled in a WCSD school. This does not include a private school or any charter school.

8. Advancing Transcripts to Secondary Schools

   a. Advancing Elementary Transcripts to the Middle School

      i. All elementary transcripts MUST be printed, reviewed for accuracy, signed, and scanned into the ES Surrender folder in OnBase by June 30 of each year (MTYR by August 5). After the transcripts have been scanned, the paper copies are destroyed.

      ii. The middle school registrar will verify that there is an ES transcript in the ES Surrender folder in OnBase for each student who is advancing. If the transcript does not exist, the registrar will notify the ES secretary that the transcript is missing and the ES secretary will within 5 days scan a signed copy of the transcript into OnBase.

      iii. The principals of the respective middle and elementary schools will work together to resolve any issues that arise in order to ensure that the middle school obtains the elementary transcripts.

   b. Advancing Eighth Grade Transcripts to the High school

      i. All middle school transcripts MUST be printed, reviewed for accuracy, signed, and scanned into the MS Surrender folder in OnBase by June 30 of each year. After the transcripts have been scanned, the paper copies are destroyed.

      ii. The high school registrar will verify that there is an ES and MS transcript in the ES and MS Surrender folders in OnBase for each student who is advancing. If the transcript does not exist, the registrar will notify the MS registrar that the transcript is missing and the MS registrar will within 5 days scan a signed copy of the transcript into OnBase and if necessary notify the ES secretary to do the same.

      iii. The principals of the respective high, middle, and elementary schools will work together to resolve any issues that arise in order to ensure that the high school obtains the elementary and middle school transcripts.

9. Scanning Withdrawn and No Show Student Transcripts into OnBase.

a. All students who are "no-shows" or who withdrew to attend a private school, charter school, home school (includes WCSD home schooling), or an out of district school must have a transcript printed from IC, reviewed for accuracy, signed, and scanned into OnBase. It is critical that these records are scanned into OnBase in the appropriate Surrender folder.

b. Student Accounting will use the surrender list to make sure that each no show and withdrawn non returning WCSD student is scanned into the appropriate surrender folder in OnBase.

c. As long as a student is attending a school in Washoe County, his/her complete original record is in OnBase.

d. When making changes on any transcript, the new revised transcript must replace the old transcript in OnBase.

REVIEW AND REPORTING

1. This administrative procedure shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature.

2. Additional administrative regulations and/or other associated documents may be developed as necessary to implement and support this document.

REVISION HISTORY

Date	Revision	Modification
7/21/2017	1.0	Adopted from CSI document SA-M001, Policies, Regulations and Procedures for Maintaining Student Permanent Academic Records Revised to reflect use of data management and records delivery systems.