



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure describes the process in which requested special education records that are missing will be located in the Washoe County School District ("District" or "WCSD").

PROCEDURE

1. In the event that staff of the Student Accounting Department ("Student Accounting"), while fulfilling a records request, cannot find a student record in the District's records management system (OnBase), the following process shall be followed:
 - a. Student Accounting staff shall check the District's electronic student records database (Infinite Campus or "IC") to verify:
 - i. The student is/was enrolled in WCSD.
 1. If the student is/was not enrolled in WCSD, staff shall send the District's "no records" letter.
 2. If the student is/was enrolled in WCSD see (ii) below.
 - ii. The student is/was receiving special education services.
 1. If the student has never received special education services, staff shall send the "no records" letter. This letter will let the requestor know that the requested records do not exist in the Washoe County School District.
 2. If the student has received special education services while in attendance in WCSD, go to (b) below.
 - b. Records staff shall check the District's electronic special education management system used to generate Individualized Education Plans (Accelify) to verify:
 - i. If the file exists in Accelify, the records staff shall notify via email the student's Case Manager requesting the documents be scanned and uploaded into OnBase within one (1) working day. The records staff will copy the schools Implementation Specialist and Accelifyhelpdesk@washoeschools.net.
 1. If the case manager does not respond in two (2) business days, the records staff will forward the email to the Principal, copying the

teacher and Accelifyhelpdesk@washoeschools.net, for the document(s) to be scanned into OnBase within one (1) day.

2. If the school principal does not respond to the request in two (2) business days, the records staff will email the Area Superintendent, copying the principal, the teacher, and Accelifyhelpdesk@washoeschools.net, so that the Area Superintendent is able to follow up with the principal.
3. If the Area Superintendent does not respond within two (2) business days, it will be assumed the records do not exist, the records staff will send the "no records" letter. This letter will let the requestor know that the requested records do not exist currently in WCSD.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure complies with the District's strategic plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 5000 – Student Records and Information

REVIEW AND REPORTING

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

REVISION HISTORY

Date	Revision	Modification
10/17/2018	1.0	Adopted