

RECORDS PROCEDURES

Student Cumulative Folder Contents for students prior to cohort 2027

Label the cumulative folder with the student's legal name, birth date (as it appears on birth certificate), and Social Security number.

- Copy of Transcript.
- Test Data Card (SS-523).
- Copy of student's most recent end-of-year Report Card.
- Two proofs of residence.
- Copy of parent/guardian's photo ID.
- Cumulative School Health Record Card (SS-518).
- Copy of Certified Birth Certificate.
- Copy of the student's Social Security Card.
- ESL Home Language Survey.
- Custody and/or Relevant Court Documents

Student Cumulative Folder Contents for students beginning with cohort 2027

Label the cumulative folder with the student's legal name, birth date (as it appears on birth certificate), and Social Security number.

- Copy of transcript
- Copy of student's most recent end-of- year Report Card

Each student must have an electronic cumulative folder in DocuShare. The following items must be scanned in the electronic cumulative folder:

- Two proofs of residence
- Copy of parent/guardian's photo ID
- Copy of Certified Birth Certificate
- Copy of the student's Social Security Card
- Custody and/or Relevant Court Documents

The following items are deposited into the student's electronic cumulative folder when the parent or guardian completes online registration each year:

- School Health Information
- ESL Home Language Survey

Special Education folder must contain the following:

- Current IEP including BIP, if applicable
- Most recent eligibility report
- Most recent psychological report

Guidelines for Student Cumulative Folder

1. It shall be the responsibility of the principal to establish and implement an effective checkout procedure for releasing student folders from the office area to teachers and other authorized personnel. The procedures must include a statement that all cumulative folders are returned to the file cabinets before the end of the school day. Such procedure will reflect the accountability for the movement of the records from one place to another within the school. All cumulative folders should be kept in metal file cabinets in the school's office. All precautions should be taken to make sure the cabinets are secure and fireproof. File cabinets and rooms housing permanent folders should be kept locked after school hours.
2. The cumulative folder of each Special Education student shall be filed in the school's office in metal file cabinets, same as other students. Whenever documents from the cumulative folder are needed in the Special Education record, copies may be made and placed with the Special Education records. All records must be returned to the student's cumulative folder when the Special Education student leaves the school during the year and at the end of each school year.
3. All updating of the records will be done at the school.

4. Elementary folders will be filed alphabetically by homeroom or grade. Middle and high school folders will be filed alphabetically by grade.

5. Each school will maintain logs for sending and requesting records. Forms SS-442 (New Enrollee Log) and SS-443 (Student Withdrawal Log) are available from the Print Shop's Forms Room (221-5128) and are to be used by all schools.

Student Transcript Report - Grades K-12

The Transcript Report is a **legal document**. Keep all information accurate. Attendance must always be recorded on the Transcript Report. **Each student on roll at the end of the term and withdrawals whose records are still at school should have records posted through date of withdrawal.** The date of withdrawal and late entry should be indicated.

Each Transcript Report should be accurate and include the following:

1. Complete legal name of student as it appears on the birth certificate
2. Complete legal name of the parent/guardian as recorded in Registration Gateway.
3. Social Security and/or student number.
4. Address and telephone number.
5. Date of grading term.
6. Attendance (days on roll and absences) must correspond with student's report card.
7. Grade level of student.
8. The name of the school.
9. Graduates final transcript must list grade point average, class rank, total number of credits, date of graduation.

Transfer and Storage of Records/Transfer of Records During School Year

The permanent record folder shall not be sent to the school until the student is actually enrolled and a formal request has been made. If a verbal request is made, it should be followed by a written request. However, the verbal request should be entered on the logs of both schools. The sending school will not be obligated to send any records until a formal written request is received.

The request for records must be processed within five school days. A school should not withhold records from another public school after a request has been received. In extenuating circumstances, if a problem has occurred with a student's permanent record, the District Registrar should be notified. If a problem has occurred with a special education record, the Executive Director of Special Education should be notified.

1. The receiving school should be notified promptly if a student is in Special Education. All Special Education records must be included when sending permanent records.
2. When a student withdraws/transfers during the school year, the permanent folder shall be checked for completeness and accuracy. The supporting data showing academic progress and attendance data should be recorded in PowerSchool. The school that has the cumulative folder at the end of the term is responsible for total year attendance data and academic grades.
3. If students are transferring within the system, the original records are sent to the receiving school via inter-office mail. The only exception to this rule is if records are sent to The Pathways and CLC. The Pathways and CLC only get copies of records. Only **copies** of school records should be sent for students transferring out of the Mobile County Public School System. Records sent for students transferring out of the Mobile County Public School System should be sent by U.S. Mail, fax or by email. **Never send the originals.**

The date on which any request for transfer of Special Education records is received should be clearly marked on all transmittal and request forms as well as the date on which the request is filled, both in writing. Copies of all transmittal and requested documents accompanying the outgoing records must be retained by the sending school.

Storage of Inactive Records

1. Permanent records of students shall be filed in an orderly manner according to local school procedure. These files should be housed in the administrative office area, by years, unless permission to do otherwise is granted. These

records will be transferred to the Student Records Department at the Central Office on the time schedule as specified by Assistant Superintendent of Student Support Services.

2. These records must be checked prior to the “inactive” filing, for completeness of each student’s attendance and academic progress. Inactive special education student records must be kept in schools until the Special Education Coordinator states that they can be destroyed. Special Education records/folders **are not** sent to the Student Records Department.
3. Upon graduation or withdrawal from school, the Immunization Certificate (IMM50) should be given to the parent or student. A copy must be retained in student’s permanent record. Relevant discipline records on file in the administrative section of the Division of Student Support Services will be retained on microfilm. Once a record is forwarded to the Student Records Department, the principal should destroy the student’s discipline folder. This purging must be by shredding. When records are purged, **confidentiality must be protected**.

Instructions for Preparation of Records for the Student Records Department

1. Inactive student record files for students withdrawing or graduating shall be retained in the school until requested by the Student Records Department.
2. Each school will purge their inactive records. Documents to send to the Student Records Department are: CUMULATIVE RECORD CARD AND/OR FINAL CUMULATIVE TRANSCRIPT REPORT / TEST DATA CARD / HEALTH CARD / LEGAL DOCUMENTS (if any). **Final Cumulative Transcript Report must contain grade point average, class rank, total number of credits, date of graduation, diploma type earned.** If the student did not graduate, the indication of **non-graduate** must be on transcript. Send only *original* IMM50 if not given to parent/guardian or student. **IMM50 should go in graduation packet or with withdrawn student.** In purging files, please check grade slips, report cards, test results, and attendance records against the transcript in INOW before destroying each item to be sure that the data has been recorded.
3. Questionable documents should be left in the students’ folders. Routine discipline reports should be purged. Special Education testing is not kept in Student Records Department. Schools may contact the Special Education Department or Psychological Services for information.
4. If more than one box is required, the boxes shall be numbered in proper order. For example: If five (5) boxes are required, the first box beginning with the A’s would be numbered *1 of 5*. The next box would be *2 of 5*, etc. The alphabet included in each box should be noted.
5. The school principal or registrar will be notified of the date records will be requested as far in advance as possible.
6. **It is imperative** that these records be complete and accurate. Former students, graduates, potential employers, and post- secondary educational institutions request records, transcripts, and duplicate diplomas years after students withdraw or exit from our system.