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 (District).

PROCEDURE

1. Created for All New Students – A cumulative folder is prepared for all new students enrolled in the District.
2. The Cumulative Folder is kept in OnBase for each student in each District school. No paper files are kept at the school sites.
3. Contents of the Cumulative Folder:
    a. A copy of the student's suitable proof of identification documents. Suitable proof must be archived in OnBase in the Birth Certificate folder and can take the following forms:
        i. A certified birth certificate, or
        ii. A certified state or county abstract of birth, or
        iii. A state or county certification of live birth only if the parent is listed on the document); or
        iv. The Consular Report of Birth; or
        v. 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 Childs Age and Identity for Enrollment" form.
    b. Any appropriate testing information from outside the District archived in OnBase in Out of District Testing;
    c. Records Release Form archived in OnBase in the Parental Permission Folder;
    d. Legal Papers: Power of Attorney, Court Order, etc. archived in OnBase in the Legal Folder;
    e. Temporary Guardianship Form (when applicable) archived in OnBase in the Legal Folder;

f. Parent Information Form for Students Living with a Temporary Guardian (when applicable) archived in OnBase in the Legal Folder;

g. Any additional student data as directed by the Office of Student Accounting, principal, counselor, or teacher.

4. 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 are all archived in OnBase under Transcripts.

   b. Secondary

      i. The permanent record for high and middle school is the computer-generated transcript and is archived in OnBase under Transcripts.

      ii. A copy of the permanent record card for students enrolled prior to the 2010-2011 school year must be archived in OnBase under Transcripts.

      iii. When another school requests a student's cumulative folder, the school is referred to ScribOrder to make a records request. The records request is filled by Student Records.

      iv. When another school in Nevada requests a student's cumulative folder the school must also be directed to request records through State Records Transfer.

5. Moving to Middle and High School

   a. When a student advances to middle school, the elementary transcript is added to OnBase by the elementary school.

   b. When a student advances to high school, the middle school transcripts is added to OnBase by the middle school.

6. Retaining Cumulative Folder

   a. **Student cumulative folders in OnBase are to be retained until June of the pupil's 28th birth year.**

7. Destruction of Cumulative Records

    a. Student cumulative folders will be deleted from OnBase by Student Records in June of the pupil's 28th birth year.

LEGAL REQUIRMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. 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

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
07/7/2021	2.0	Revised: To reflect electronic archival of records.