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Purpose
To promote consistency and accuracy with permanent student academic records created while a student is enrolled in Adams 12 school district and in compliance with federal, state law and Adams 12 school district policy 5300.

General Guidelines
Please observe these general guidelines and best practices, for students of any grade level or status. Permanent student academic records are the property of Adams 12 Five Star Schools and must remain in the custody of the district. Original cumulative files must never be sent out of district, copies may only be released when a written request is received from third party requestors, such as out-of-district schools, facilities, a state or government agency, a legal office or by the parent or legal guardian of students under the age of 18.

For eligible students 18 years of age or older, a signed authorization to release their records needs to accompany a request from a third party requestor such as a post-secondary school, a background investigation company, a state or government agency or a legal office. Requested records need to be provided within a reasonable time frame under the circumstances, generally within three business days. Following the guidelines prescribed in this procedure will ensure that the records are accurate and available when requested per the Family Educational Rights and Privacy Act (FERPA).

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Responsibilities and Guidelines for Registrars (and/or staff responsible for managing the cumulative folder)
The principal or designee is the official custodian of permanent student academic records held in the cumulative folder while a student is active at their school. Authorized school officials will have rights to access, view, update, or print and release the records according to Adams 12 Five Star Schools policies and procedures.

Responsibilities include:

- Managing all cumulative folders held at your school, ensuring that they are held in a secure location and are available upon request by a third party requestor or by the parent or legal guardian of a student in compliance with FERPA.
- Maintaining the cumulative folder, ensuring that it is current with all permanent student academic records received or created at your school and that the records are accurate and properly placed in the cumulative folder according to the List and Order of K-12 Permanent Student Academic Records (see page 5).
- Processing requests for academic records of active and withdrawn students - if records are requested within the one-year retention and the folder is at the school. Copies of records should be released to parents and legal guardians upon request.
- Transferring cumulative folders to feeder schools and District Records by June of each school year.
- Attending records training as needed to ensure that the person managing the records and cumulative folders is up to date regarding these procedures and best practices.
- Forwarding records requests when your school is no longer holding the cumulative folder:
  - forward paper requests for records to District Records via the pony
  - forward emailed requests for records to District Records via district.records@adams12.org
  - refer third party requestors and former students to the online order system: https://adams12co.scriborder.com

Responsibilities and Guidelines for District Records Staff
The District Records Manager or designee assumes custody of the permanent student academic records after a student has graduated or withdrawn from the district. Authorized district officials will have rights to access, view, or print and release the records according to Adams 12 Five Star Schools policies and procedures.

Responsibilities include:

- Managing all cumulative folders of withdrawn and graduated students received at District Records each June until the records are archived. Verifying contents and notifying a school if corrections or training is needed.
- Scanning the permanent student academic records for archival using Laserfiche, the district’s records management software.
- Processing requests for academic records or information of withdrawn or graduated students.
- Providing written procedures and processes for permanent student academic records to ensure compliance with state and district policies. The procedures will be reviewed and posted annually on the District Records website along with updates and links to information pertaining to permanent student academic records.
- Providing support and an annual records training for registrars (and/or staff responsible for managing the cumulative folder) new to handling student academic records or anyone who wishes to attend to ensure that they are up to date regarding these procedures and best practices.
Creating a Cumulative Folder
Using only letter-size, manila folders, create a cumulative folder for each new student upon their initial entrance to any Adams 12 school. The cumulative folder will hold permanent student academic records required by state and district policy and procedures. The cumulative folder will follow the student to all schools (with the primary enrollment) that he or she attends in Adams 12 School District until they withdraw from the district or graduate.

- Label each cumulative folder: the label needs to include the student’s full legal name (Last, First, Middle), date of birth, and the student ID number. File folder labels can be ordered from the Print Studio.

When a former student re-enrolls and the previous records have been archived, a new cumulative folder will need to be created to hold present and future records.

- Since most reports and data can be accessed in Infinite Campus (IC), schools should not need to request archived records. If necessary, a reference copy of an archived record may be requested by sending an e-mail to district.records@adams12.org.
- If requested, archived student records will be sent via e-mail by District Records, and will have a “Reference Copy” watermark. If printed, these copies need to be purged from the cumulative folder at time of withdrawal or graduation and placed in a secure shred bin at your school.

Paper Record Requirements for Scanning
In order for paper records to be properly scanned for permanent archival, the following guidelines need to be practiced prior to sending them to District Records:

- All permanent student academic records need to include: student’s legal name and student number.
- Records generated from IC need to be printed on 8 ½ x 11 white copy paper.
- Pages need to be free of watermarks, seals, shading, highlighting and signatures. Please do not stamp “permanent copy” or write notes on any record.
- Remove all staples, paper clips, and sticky notes.
- Always keep the original or best available copies.
- Please gently tear booklet style reports (ex. CMAS) in half for scanning purposes.
Retaining Cumulative Folders at the Schools

Schools need to maintain a cumulative folder for all students that are active at their school. If a student has a primary and secondary enrollment, the school with the primary enrollment is responsible for maintaining the folder.

To ensure accurate records, cumulative folders need to be purged according to the List and Order of K-12 Permanent Student Academic Records (see page 5) for any of the following situations:

- when a student continues to the next school level
- when a student transfers to another school within the district
- when a student withdraws from the district
- when a student graduates from the district

Superintendent Policy 5300 states that records of withdrawn students will be retained at the last Adams 12 school attended (according to the enrollment history in IC) for no longer than one school year after the student has withdrawn from the District.

Cumulative folders of students who withdraw and have an end date, anytime in the 2015/2016 school year, need to be sent to District Records by June 2017 for permanent retention.

Cumulative folders of graduated students are not retained at the school, they need to be sent to District Records by June 2017. Cumulative folders of students who complete summer school or other programs and are graduated in the 2016/2017 school year should be sent to District Records upon completion.

If your school is in possession of any cumulative folders of students who withdrew prior to the 2015/2016 school year, please purge the reference copies needed while a student was active and send the folders to District Records as soon as possible.

Always check the student’s enrollment history for these folders.

If the student is active, forward the purged folder to the school where the student is currently enrolled.

Transferring Cumulative Folders Within the District and to District Records

When sending cumulative folders to District Records, or to another Adams 12 school, use only letter size file boxes. The boxes can be ordered at no charge through SFS; use item # 5965. Each box needs to weigh less than 35 pounds for personal safety reasons; this can be accomplished by leaving about four inches of space in each box. Please place something behind the last folder to hold records in place.

Create a shipping label for each box with the shipping label located on the District Records web page. Tape a shipping label on the front of each box and secure the lid to the box with 1 strip of packaging tape. Do not write on the boxes as they will be re-used by departments in the Educational Support Center (ESC) building.

Transfer labeled boxes to District Records or to another Adams 12 school by submitting an Equipment Transfer System (ETS) request through the warehouse - ETS Request. An ETS request provides a manifest for the warehouse as well as a chain of custody to track the records.
List and Order of K-12 Permanent Student Academic Records

The permanent student academic records will consist of K-12 records required by federal and state law and by Adams 12 school district policy 5300. Each school level is responsible for adding and purging their level’s records. The required records created in Adams 12 will be printed from Infinite Campus (IC) and placed in the cumulative folder at each grade level by the last school attended. K-12 records will be in the following descending order to maintain consistency and for proper archival and retrieval purposes:

- **Threat Assessments - If applicable**
  Originals are managed by Security Services in Laserfiche; copies need to stay in the folder while student is active and need to be purged from the cumulative folder at time of withdrawal or graduation.

- **IC Enrollment History Report**
  Record needs to be printed by the last school attended in Adams 12 from IC at time of withdrawal or graduation.

- **IC Immunization Report - State Specific Print from IC**
  Record needs to be printed by the last school attended in Adams 12 from IC at time of withdrawal or graduation.

- **Final High School Transcript**
  Record needs to be printed by the last high school attended in Adams 12 from IC at time of withdrawal or graduation. A final transcript must include all 9th-12th courses completed in or out of district for a student to be graduated.

- **College Placement Sticker Page - If applicable**
  ACT, SAT, and AP (attach stickers to 8 ½ X 11 white copy paper only)

- **Final Middle School Transcript or Report Cards**
  Record needs to be printed by the last middle school attended in Adams 12 from IC at time of withdrawal or 8th grade continuation.

- **Final Elementary Report Cards - Filed in descending order**
  Record needs to be printed in **English** only, at year-end or at time of withdrawal, by the elementary school attended in Adams 12.

- **Standardized Test Scores**
  Most recent test(s) taken in Adams 12. Please gently tear booklet style tests (ex. CMAS) in half for scanning purposes.

- **Most Recent Record Request or CDE Confirmation of Enrollment and Attendance Form**
  Out-of-district schools only

- **Colored Paper - Paper color of your choice 😊**
  Separates permanent records from reference copies

**Reference Copies Needed While a Student is Active**

Keep legible copies of birth certificates, court orders, out-of-district report cards or transcripts, enrollment forms and supporting papers, reference copies, etc. in the cumulative folder behind the permanent student academic records, separated by colored paper. When no longer needed, at time of withdrawal or graduation, reference copies need to be purged and placed in a secure shred bin at your school.

**Loose Records**

Permanent student academic records found at your school after the cumulative folder has moved to another Adams 12 school or to District Records need to be sent via the pony to the school where the student is active or to District Records to be archived.
Working Folders Managed by Learning Services Departments
Student Support Services create and maintain working folders such as IEP, LAP, 504, ELL, GT, Health, Attendance and Discipline. The folders will be held and managed by their departments’ staff member, in a secure location at the schools, according to their department procedures.

Withholding Records for Fees
Colorado Revised Statute 22-32-110, amend (1)(jj) states, “A school district shall not withhold, and shall ensure that a school of the school district does not withhold, records required for enrollment in another school or institution of higher education or the diploma, transcript, or grades of any student who fails to pay any assessed fine or fee, to return or replace textbooks or library resources, or to return or replace any school at the completion of any semester or school year.”

Superintendent Policy 5300 – Student School Records

Family Educational Rights and Privacy Act (FERPA) – FERPA for School Officials
The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records. FERPA protects students and ensures their educational records are accurate and secure. FERPA applies to schools that receive U.S. Department of Education funding. FERPA states that parents of students under 18 or eligible students over 18 be allowed to view and propose amendments to their educational records. The act also mandates that schools must obtain written permission from parents or eligible students in order to release a copy of the student record.

Thank you for all your hard work and dedication. Please feel free to contact anyone in the District Records office, we are here to support your records needs.