

STUDENTS LEAVING DISTRICT K-12

STUDENTS WHO LEAVE THE WHITE PLAINS CITY SCHOOL DISTRICT **PRIOR TO** **HIGH SCHOOL GRADUATION:**

- If a student leaves the District prior to High School Graduation, the student's cumulative folder is marked "LEFT and DATE INACTIVE".
- Permanent Records are kept in the front of the file.
- Fluff is wrapped with a colored piece of paper and placed in the back of the file.
- All Non-Permanent Records are shred.
- All boxes should be labeled using the attached label.
- Student cumulative folders stay in the school building the student left for 6 years.
- After the 6 year period, the folder is then sent to the High School Guidance Department to be co-filed within the current student records, year of birth, alpha order and then archived/digitized upon graduation.
- Attached, please find, a cheat sheet outlining what is a permanent record and what is considered fluff for the Students Leaving District K-12. Any questions regarding Left Folders, contact the High School Guidance Department.

CONTACT AT HIGH SCHOOL GUIDANCE DEPARTMENT:

Kimberly Siciliano, Records Department- WPHSrecords@wpcsd.k12.ny.us
914-422-3310, (Fax) 914-422-2196

STUDENTS LEAVING DISTRICT K-12

PERMANENT RECORDS:

- **No documents in the permanent file section should have any staples or paperclips**
- IC Summary Report w/picture
- Final Transcript (**Official Copy Only**)
- IC Enrollment Report w/ end date (**Do not print until student has been dropped**)
- IC Test Assessment Report
- Final Report Card for every year attended and most current report card at time of leave. (**If any years are missing print and sort by grade numerically from highest to lowest**)
- Birth Certificate/Passport (**No Social Security Cards**)
- Concussion Medical Documents (**Only if it is in the folder, do not request from Nurse**)
- Immunizations (**Only if it is in the folder, do not request from Nurse**)
- FIC registration page
- Academic Grade reports from prior districts
- Home Language Questionnaire
- Academic Profile w/ all Regents Scores

NON-PERMANENT RECORDS:

- All NON-PERMANENT records are to be shred. DO NOT KEEP IN FLUFF
- Duplicate report cards/ Schedules (**Only kept in fluff if they have notes taken on them**)
- Attendance Reports
- Elementary grade drawings, homework, etc. (**When possible, give back to student prior to leaving**)
- Social security cards (**THESE SHOULD NEVER BE IN A STUDENT'S CUMULATIVE FOLDER**)
- IEP's/504's (**Special Education keeps their own archives and these should not be in the STUDENT'S CUMULATIVE folder**)

FLUFF:

- **All Fluff should be Wrapped/Separated by a colored piece of paper**
- Parent Reports
- Report Cards/Schedules/ Attendance reports (**Only if they have notes taken on them**)
- Custody orders and or other miscellaneous social service records
- Disciplinary related records
- Any other miscellaneous records, emails, forms
- PSAT, SAT, ACT Score Reports
- If you are unsure, "Fluff It"

ALL STUDENT'S, WHO HAVE LEFT THE DISTRICT, CUMULATIVE FOLDERS MUST BE KEPT WITHIN THE SCHOOL BUILDING THE STUDENT ATTENDED FOR 6 YEARS FROM THE DAY THEY LEFT. AFTER THE 6 YEAR PERIOD, THE STUDENT'S FILE NEEDS TO BE REVIEWED, FLUFFED, BOXED AND LABELED THEN SENT TO THE HIGH SCHOOL GUIDANCE DEPARTMENT TO BE FILED BY YEAR OF BIRTH, ALPHA ORDER UNTIL IT BECOMES AN ARCHIVED RECORD. ARCHIVE STUDENT PERMANENT RECORDS WILL BE DIGITIZED UPON GRADUATION YEAR AND THE FLUFF WILL BE KEPT IN THE STUDENT ARCHIVE RECORDS ROOM AND DESTROYED ACCORDING TO THE LGS-1 RETENTION SCHEDULE.

STUDENT CUMULATIVE FOLDERS

CURRENT STUDENT CUMULATIVE FOLDERS

ELEMENTARY to EASTVIEW
EASTVIEW to HIGHLANDS
HIGHLANDS to HIGH SCHOOL

- Student cumulative folders move with the student through grade progression.
- Each school building is responsible for their student cumulative folders and must make sure, that the student cumulative folders are reviewed and organized (fluffed) according to the LGS-1 retention schedule.
- Permanent Records are kept in the front of the file.
- Fluff is wrapped with a colored piece of paper and placed in the back of the file.
- All Non-Permanent Records are shred.
- All boxes should be labeled using the attached label.
- Grade 5 student cumulative folders must be reviewed and fluffed and then organized by year of birth and alpha order. Upon Elementary School graduation, all the fluffed files are boxed, labeled, and then sent to Eastview Middle School.
- Grade 6 student cumulative folders must be reviewed and fluffed and then organized by year of birth, alpha order, boxed and labeled prior to being sent to Highlands Middle School.
- Grade 8 student cumulative folders must be reviewed and fluffed and then organized by year of birth, alpha order, boxed and labeled prior to being sent to the High School.
- Attached, please find, a cheat sheet outlining what is a permanent record and what is considered fluff for Current Student Cumulative Folders. Any questions regarding Current Student Cumulative Folders, contact the High School Guidance Department.

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STUDENT CUMULATIVE FOLDERS

PERMANENT RECORDS:

- **No documents in the permanent file section should have any staples or paperclips**
- Final Report Card for every year attended at current school (If any years are missing you must print them and file by grade numerically)
- Birth Certificate/Passport (No Social Security Cards)
- Concussion Medical Documents (Only if it is in the folder, do not request from Nurse)
- Immunizations (Only if they are in the folder, do not request from the nurse)
- FIC registration page
- Academic Grade reports from prior districts
- Home Language Questionnaire

NON-PERMANENT RECORDS:

- All NON-PERMANENT records are to be shred. DO NOT KEEP IN FLUFF
- Duplicate report cards/ Schedules (Only kept in fluff if they have notes taken on them)
- Attendance Reports (Only kept in fluff if they have notes taken on them)
- Elementary grade drawings, homework, etc. (When possible, give back to student)
- Social Security Cards (THESE SHOULD NEVER BE IN A STUDENT'S CUMULATIVE FOLDER)
- IEP's/504's (Special Education keeps their own archives and these should not be in the STUDENT'S CUMULATIVE folder)

FLUFF:

- **All Fluff should be Wrapped/Separated by a colored piece of paper**
- Parent Reports
- Report Cards/Schedules/ Attendance reports (Only if they have notes taken on them)
- Custody orders and or other miscellaneous social service records
- Disciplinary related records
- Any other miscellaneous records, emails, forms
- If you are unsure, "Fluff it"

ALL STUDENT CUMULATIVE FOLDERS MOVE WITH THE STUDENT THROUGH GRADE PROGRESSION;

ELEMENTARY to EASTVIEW

EASTVIEW to HIGHLANDS

HIGHLANDS to HIGH SCHOOL

THE STUDENT'S CUMULATIVE FILE NEEDS TO BE REVIEWED, FLUFFED, BOXED AND LABELED THEN SENT FROM HIGHLANDS TO THE HIGH SCHOOL GUIDANCE DEPARTMENT TO BE FILED BY YEAR OF BIRTH, ALPHA ORDER UNTIL IT BECOMES AN ARCHIVED RECORD. ARCHIVE STUDENT PERMANENT RECORDS WILL BE DIGITIZED UPON GRADUATION YEAR AND THE FLUFF WILL BE KEPT IN THE STUDENT ARCHIVE RECORDS ROOM AND DESTROYED ACCORDING TO THE LGS-1 RETENTION SCHEDULE.

GRADUATING STUDENTS HIGH SCHOOL, COMMUNITY SCHOOL & GED PROGRAM

GRADUATING STUDENT CUMULATIVE FOLDERS **HIGH SCHOOL, COMMUNITY SCHOOL & GED PROGRAM**

- All graduating Community School and GED Program student cumulative folders must be reviewed and fluffed, then organized by year of birth, alpha order, boxed and labeled prior to being sent to the High School Guidance Department.
- The High School Guidance Department is responsible for the reviewing and fluffing of the current graduating student cumulative folders.
- Permanent Records are kept in the front of the file.
- Fluff is wrapped with a colored piece of paper and placed in the back of the file.
- All Non-Permanent Records are shred.
- All boxes should be labeled using the attached label.
- The High School Guidance Department will review, fluff, box, label by year of birth and alpha order all Graduating Student and GED Program cumulative folders and place the boxes of records in the High School Archive Records Room.
- Archived student permanent records will be digitized upon graduation year and all fluff will be kept in the student archive records room then destroyed according to the LGS-1 retention schedule (6 years).
- Attached, please find, a cheat sheet outlining what is a permanent record and what is considered fluff for Graduating Current Student and GED Program Student cumulative folders. Any questions regarding Current Graduating Student and GED Program Student cumulative folders, contact the High School Guidance Department.

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GRADUATING STUDENTS

HIGH SCHOOL, COMMUNITY SCHOOL & GED PROGRAM

PERMANENT RECORDS:

- **No documents in the permanent file section should have any staples or paperclips**
 - IC Summary Report with picture
 - Official Final Transcript with graduation date (Must be the official transcript from the shared-drive)
 - Concussion Medical Documents (Only if it is in the folder, do not request from Nurse)
 - Immunizations (Only if it is in the folder, do not request from Nurse)
 - Official Final Transcript w/graduation date (DO NOT PRINT IC TRANSCRIPT)
 - Academic Profiles (Must select NO to display highest score so that all standardized testing grades show)
 - Final Report Card for every year attended K-12 (If any years are missing you must print it, please sort by grade numerically from highest to lowest)
 - Birth Certificate/Passport (NO Social Security Cards)
 - Home Language Questionnaire
 - Academic Profile with all Regents Scores
- For all GED students a copy of there GED Certificate and Score Report is added in place of Final Transcript. Also include enrollment history page indicating GED completion.

NON-PERMANENT RECORDS:

- All NON-PERMANENT records are to be shred. DO NOT KEEP IN FLUFF
- Duplicate report cards/ Schedules (Only kept in fluff if they have notes taken on them)
- Attendance Reports
- Elementary grade drawings, homework, etc. (When possible, give back to student)
- Social security cards (THESE SHOULD NEVER BE IN A STUDENT'S CUMULATIVE FOLDER)
- IEP's/504's (Special Education keeps their own archives and these should not be in the STUDENT'S CUMULATIVE folder)
- Schedules

FLUFF:

- **All Fluff should be Wrapped/Separated by a colored piece of paper**
- Parent Reports
- Report Cards/Schedules/ Attendance reports (Only if they have notes taken on them)
- Custody orders and or other miscellaneous social service records
- Disciplinary related records
- Any other miscellaneous records, emails, forms
- Schedule Change forms
- SAT, ACT and PSAT Reports
- Student Change Forms
- If you are unsure, "Fluff It"

GEN ED _____ SPECIAL ED _____

YEAR OF BIRTH _____

_____ TO _____

FILES CONTAIN:

PERMENANT FILE WITH FLUFF _____

FLUFF ONLY _____ ALL PERMANENT FILES HAVE BEEN SENT TO OUB FOR PERMANENT STORAGE

DESTROY DATE: _____

GEN ED _____ SPECIAL ED _____

YEAR OF BIRTH _____

_____ TO _____

FILES CONTAIN:

PERMENANT FILE WITH FLUFF _____

FLUFF ONLY _____ ALL PERMANENT FILES HAVE BEEN SENT TO OUB FOR PERMANENT STORAGE

DESTROY DATE: _____