



Fairbanks North Star Borough School District

STUDENT RECORDS TRANSFER PROCEDURES

(NOT INCLUDING SPECIAL EDUCATION RECORDS)

The Fairbanks North Star Borough School District is responsible for student records for 60 years after the student has withdrawn or graduated from this district. The easiest way we have to preserve this information is to microfilm these records. The following are the steps and procedures you will need to follow.

HOW LONG DO I KEEP STUDENT RECORDS IN MY SCHOOL?

The retention period for student's cumulative files is five (5) years before sending to Central Office. This means that all information at the time of withdrawal or graduation must stay in the student's cumulative folder for 5 years. Files are not to be purged prior to the retention period. This applies to elementary and secondary schools having students that have withdrawn or graduated from our district. The reasons for this length of time are:

1. 30% of students that withdraw from our district will return within five years.
2. Savings on microfilm costs.
3. Legally we are required to keep the records 5 years before purging.

WHEN DO I SEND MY RECORDS FOR MICROFILMING?

Each summer student cumulative records must be sent to Information Systems for microfilming. Send them the year after the five (5) year retention period ends. For example, records for students that attended the 2005-2006 school year will be microfilmed in the summer of 2011-2012.

EXAMPLE:

| School Year Student <u>Graduated or Withdrew</u> | Microfilming <u>Year</u> |
|---|-----------------------------|
| 2002- 2003 | 2008- 2009 |
| 2003- 2004 | 2009- 2010 |
| 2004- 2005 | 2010- 2011 |
| 2005- 2006 | 2011- 2012 |

(Refer to last page for more retention years.)

You will be sending student records each school year. We do not want schools stock piling records for years and years. School space and cabinet space is precious.

HOW DO I GET MY RECORDS READY FOR SHIPPING?

You do not need to purge your student records before sending them to Central Office. We have summer help that is available to purge your records.

Please put your records in alphabetic order. If you are sending multiple years be sure to merge the years and alphabetize them together. Be sure to mark the years on the box. ie.. 03/04 & 04/05. If you are **sending W/D and GRAD files** do not separate them. They should all be merged and alphabetized together. Do not staple records together.

THESE ARE THE ITEMS THAT WE WILL KEEP IN THE STUDENTS CUM FILE:

1. **Senior High School Permanent Record Card**
2. **Elementary Permanent Record Card**
3. **Junior High Permanent Record Card**
4. **FNSBSD Transfer/ Withdrawal Form, to show what elementary grades were at the time of withdrawal.**
5. **Student Record Request Form from other school districts.**
6. **ITBS Test Scores, CAT-5 Test Scores, ASVAB Military test, and any testing information that is not attached to the permanent record cards.**
7. **Birth Certificate.**
8. **Health Card / Shot Record.** (yellow folder)

Send your records through In-District mail using Banker Boxes, Xerox boxes or the RED envelopes. (Boxes should not exceed 35 lbs) If you need boxes, call Records Management to see if they have extra boxes. 452-2000 X 238. You will need to complete the **“RECORDS INVENTORY AND MICROFILM INDEX”** form and place it in the #1 box. Securely tape each box shut. No need to use a whole roll of tape. Call Marquese Allen in Records Management to get Labels for your boxes or use the format below. The prepared boxes can then be shipped through in-district mail. Please call Records Management (452-2000 X238) to let us know that you are sending Records so we can watch for them. **DO NOT SEND YOUR BOXES IN INTERVALS. SEND THEM ALL AT THE SAME TIME.**

To: Records Management / Admin Center
Contact name and School
Box 1 of 4, Box 2 of 4, Etc.....

WHAT HAPPENS TO THE PURGED RECORDS AFTER MICROFILMING?

After your schools student records have been microfilmed, they are kept at our office until the original film can be verified for clarity, accuracy, and flaws in the microfilming process. The student records are then shred.

Student Records

MICROFILM SCHEDULE

IF A STUDENT LAST ATTENDED
(GRADUATED OR WITHDREW) IN
THE SCHOOL YEAR OF:

YEAR TO SEND YOUR
STUDENT RECORDS:

| | | | | |
|-------------|-------|-----------|-------------|----------|
| 2005 - 2006 | ----- | SUMMER OF | 2011 - 2012 | Sch Year |
| 2006 - 2007 | ----- | | 2012 - 2013 | |
| 2007 - 2008 | ----- | | 2013 - 2014 | |
| 2008 - 2009 | ----- | | 2014 - 2015 | |
| 2009 - 2010 | ----- | | 2015 - 2016 | |
| 2010 - 2011 | ----- | | 2016 - 2017 | |
| 2011 - 2012 | ----- | | 2017 - 2018 | |
| 2012 - 2013 | ----- | | 2018 - 2019 | |
| 2013 - 2014 | ----- | | 2019 - 2020 | |
| 2014 - 2015 | ----- | | 2020 - 2021 | |
| 2015 - 2016 | ----- | | 2021 - 2022 | |
| 2016 - 2017 | ----- | | 2022 - 2023 | |
| 2017 - 2018 | ----- | | 2023 - 2024 | |
| 2018 - 2019 | ----- | | 2024 - 2025 | |
| 2019 - 2020 | ----- | | 2025 - 2026 | |
| 2020 - 2021 | ----- | | 2026 - 2027 | |
| 2021 - 2022 | ----- | | 2027 - 2028 | |
| 2022 - 2023 | ----- | | 2028 - 2029 | |
| 2023 - 2024 | ----- | | 2029 - 2030 | |
| 2024 - 2025 | ----- | | 2030 - 2031 | |
| 2031 - 2032 | ----- | | 2031 - 2032 | |

AFTER GRADUATION PROCEDURES: (High Schools only)

RECENTLY GRADUATED Senior Transcripts:

The RMO will need **copies** of the current year Graduated Transcripts to be sent to the RMO in the **RED** envelopes.

PRIOR YEAR Graduated Senior Transcripts:

High School Secretaries will also need to send **original** Graduated Transcripts of the prior year graduates to the RMO. The RMO will scan the transcripts into the Optix electronic storage system and return them back to your office when finished. Transcripts should be sent in a **RED** envelope or hand carried.

If you have questions please contact Marquese Allen at 452-2000 ext. 238