



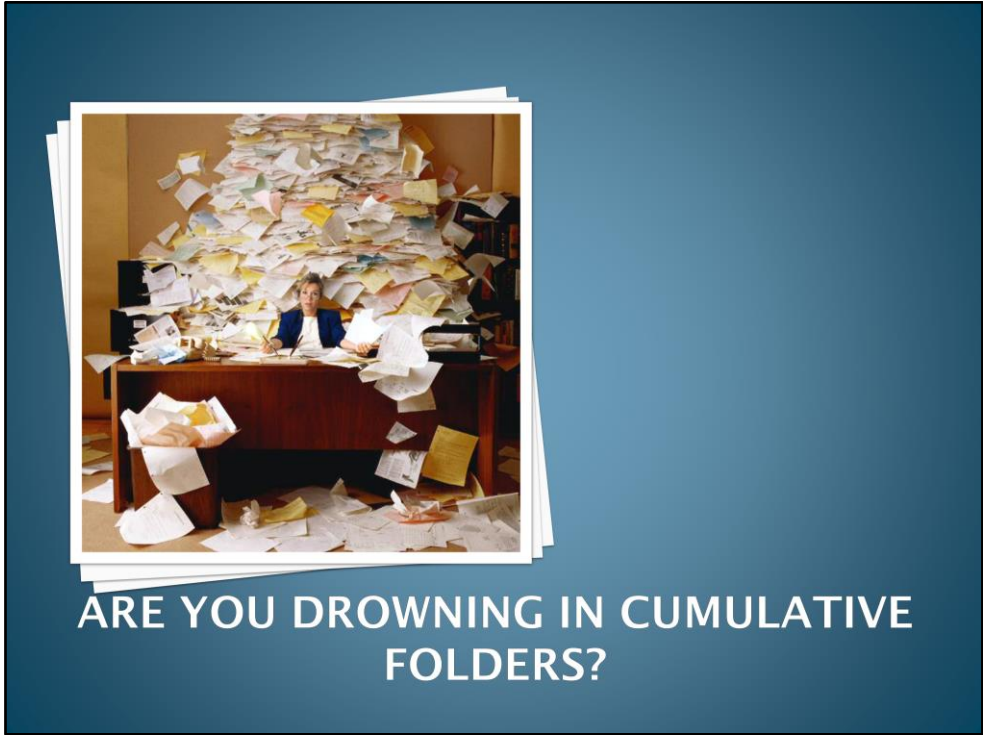
Good afternoon.

I am Maritta Komula – I have worked with CCS for 18 years (as of today☺) most recently in the Division of the Registrar processing record requests for students who graduated or last attended a Columbus City School that is no longer open. I just transitioned into a new position in the Div. of the Registrar (the position that Judy McMillen has held for the past 12+ years) and Elizabeth Pride has been hired to work with student records. Please welcome Elizabeth.

Elizabeth:

Thank you. I've been working for CCS since October 2013, first as a substitute secretary, and now as a full-time secretary for the Division of the Registrar (in Maritta's previous position). My role involves processing transcripts for CCS students who graduated or last attended a CCS that is no longer open. I will also be coordinating the transfer of CUM folders from the schools to the company that will be digitizing the records.

MARITTA: Thank you for being here today☺ We are here to talk with you about Student Records Maintenance and Digitization.



**ARE YOU DROWNING IN CUMULATIVE  
FOLDERS?**

Is there anyone here who feels like this?



Last winter, a Records Maintenance and Digitization Committee was formed consisting of secretaries, counselors, administrators and the legal department. We reviewed numerous documents that have existed in the district for a VERY long time 😊

After a number of meetings and many discussions, including the current CCS Record Retention Policy, we are happy to say that NEW guidelines have been established and approved for maintaining and digitizing student records.



PLEASE – PLEASE... DISPOSE of any guidelines / procedures that you have been using AND refer ONLY to the **STUDENT RECORDS / CUM FOLDER MAINTENANCE & DIGITIZATION INSTRUCTION PACKET** in your folder.

In addition, you may refer to the current CCS Records Retention Policy. The policy can be found on the CCS INTRANET by:

Clicking on the gray “DEPARTMENTS” tab.

Then click on “PURCHASING”, scroll down to “WAREHOUSING / TEXTBOOKS”

Then click on “Record Retention Schedule.

**STUDENT CUMULATIVE FOLDER**  
**Maintain items in this order:**

- Tri-fold (for students enrolled prior to 2015-16 SY)
- Copy of all Enrollment Forms/Packets
- \* Custody Documents
- \* Withdrawal Form and Supporting documentation
- Copy of Birth Certificate
- Proof of Address
- \* Green - Case Management Folder with all current psychological reports (last three IEP's and last MIE)
- \* Red - 504 Plans/Eligibility Document Folder
- \* Blue - SAI Document Folder
- District/State Test Results (Standardized, Competency, Aptitude)
- Attendance Summary (all years)
- Grade Cards from all schools and grades/transcripts for High School Level
- \* Activities Record
- \* Discipline - Letters to Parents and any office discipline (all years)
- \* Foreign Exchange Records
- \* Child Abuse/Neglect Referral Letters
- Photo ID Card - TO BE GIVEN TO STUDENT UPON GRADUATION
- \* If applicable

**DOCUMENTS  
MUST BE  
MAINTAINED IN  
THE CUM  
FOLDER  
IN THIS ORDER**

In your INSTRUCTION PACKET you will find the “Maintain items in this order” list. Please note that documents **MUST** be kept in the CUM **IN THIS ORDER**.

To assist you in maintaining the CUMS, we’ve created a document for you to print onto a label and place over the existing CUM folder text.

SLIDE 6: Please see the INSTRUCTION PACKET (NEXT SLIDE) – page 3 – in your folders for more information regarding the labels.



**DIVISION OF THE  
REGISTRAR**

430 CLEVELAND AVENUE  
COLUMBUS, OH 43215  
TELE# (614) 365-5763 FAX# (614) 365-5892

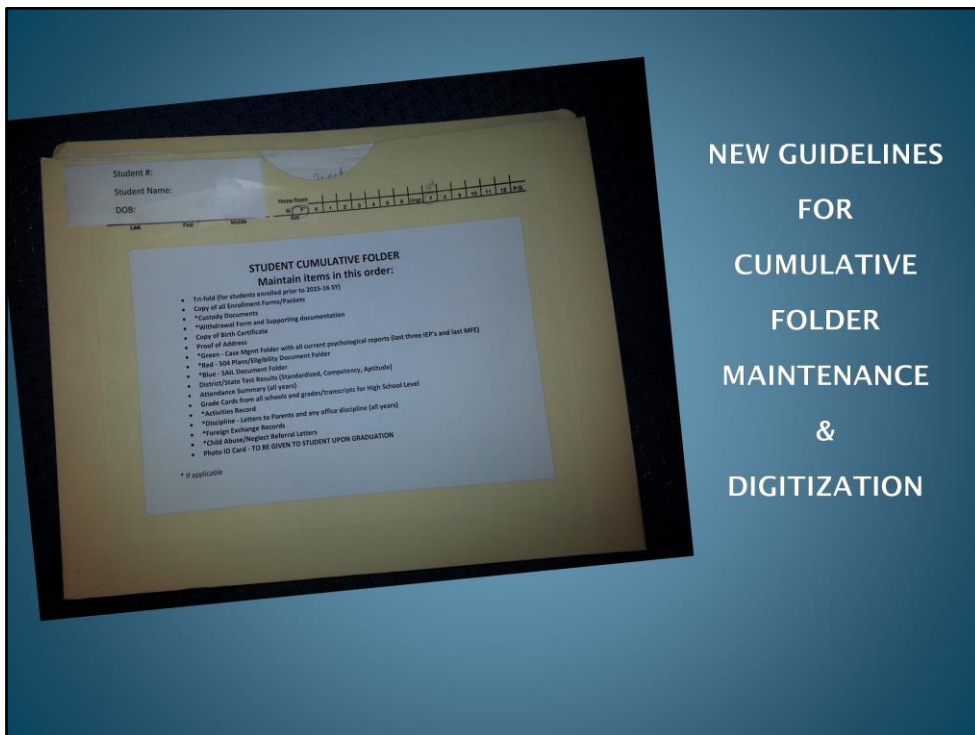
**STUDENT RECORDS / CUMULATIVE  
FOLDERS**

**MAINTENANCE  
&  
DIGITIZATION**

August 2015

This is what the cover of the INSTRUCTION PACKET looks like this😊

NEXT SLIDE: Show how / where to adhere label



NEW GUIDELINES  
FOR  
CUMULATIVE  
FOLDER  
MAINTENANCE  
&  
DIGITIZATION

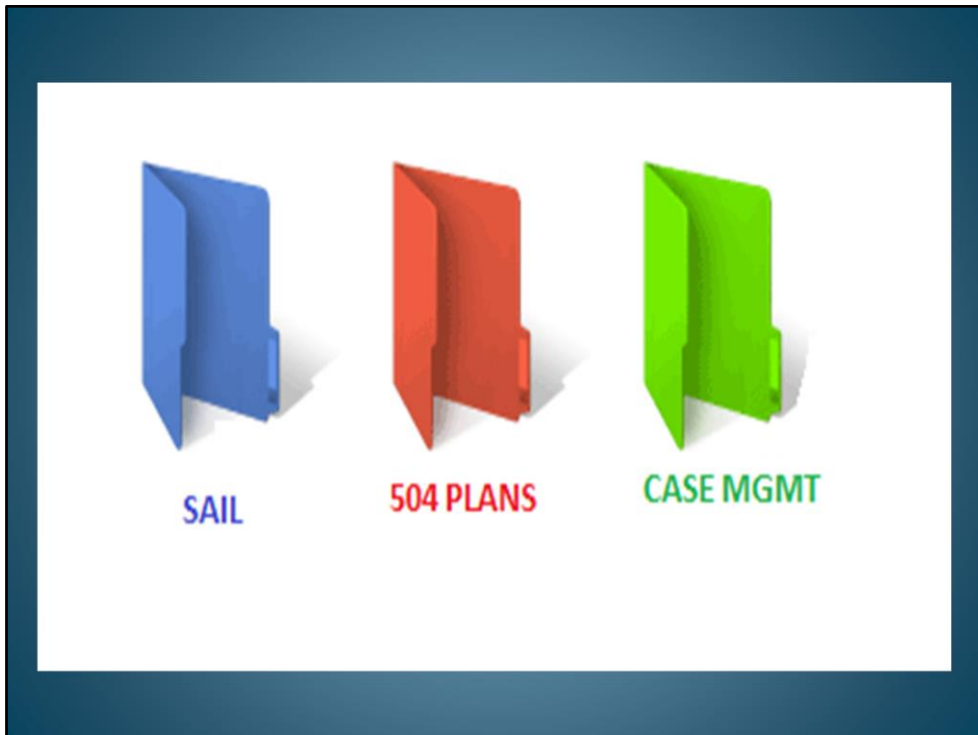
Please place Label A (See Instruction Packet (pages 2-3) over the current text on ALL existing CUM folders. We will provide visual here – CUM FOLDER and each document being placed inside. As well as adhering the label to the front of the CUM

The GOOD NEWS is... IF a document on this list is stored electronically in I.C. you DO NOT need to print it and place it in the folder. This means, you MUST make sure that the document IS in I.C. though. Please DO NOT assume it's there – check! Central Enrollment only began scanning documents for students that were enrolled in the last year or so, if the students were enrolled prior to that, the documents should be in hard copy IN the cumulative folder.

New CUM folders are in the process of being ordered and will be available from the warehouse once the existing supply has been exhausted.

**\*IF APPLICABLE \***

1. The tri-fold (for students enrolled PRIOR to 2015-16 SY)
2. Copy of ALL Enrollment Forms / Packets
3. \* Custody Documents
4. \* Withdrawal Forms and supporting documentation
5. Copy of Birth Certificate
6. Proof of Address



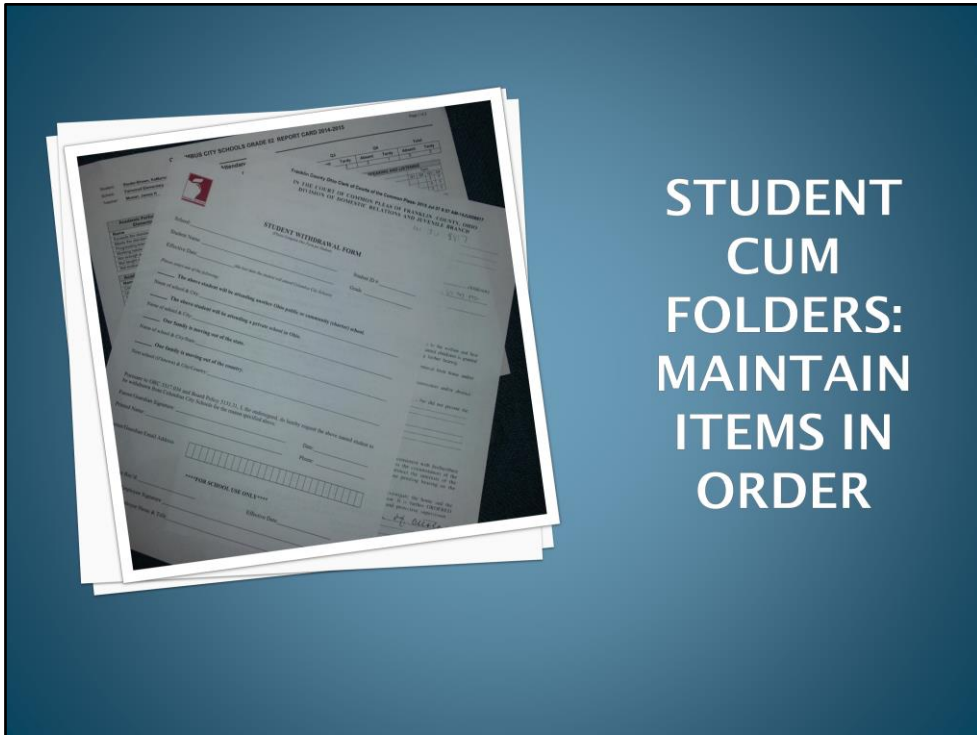
We have created 3 new color-coded folders (on order and will be made available to you through the warehouse) soon:

7. GREEN: Case Management folder with all current psychological reports (last 3 IEPs and MFE) This folder will replace the current “manilla” Case Management Folder.

8. RED: 504 Plans / Eligibility Document Folder

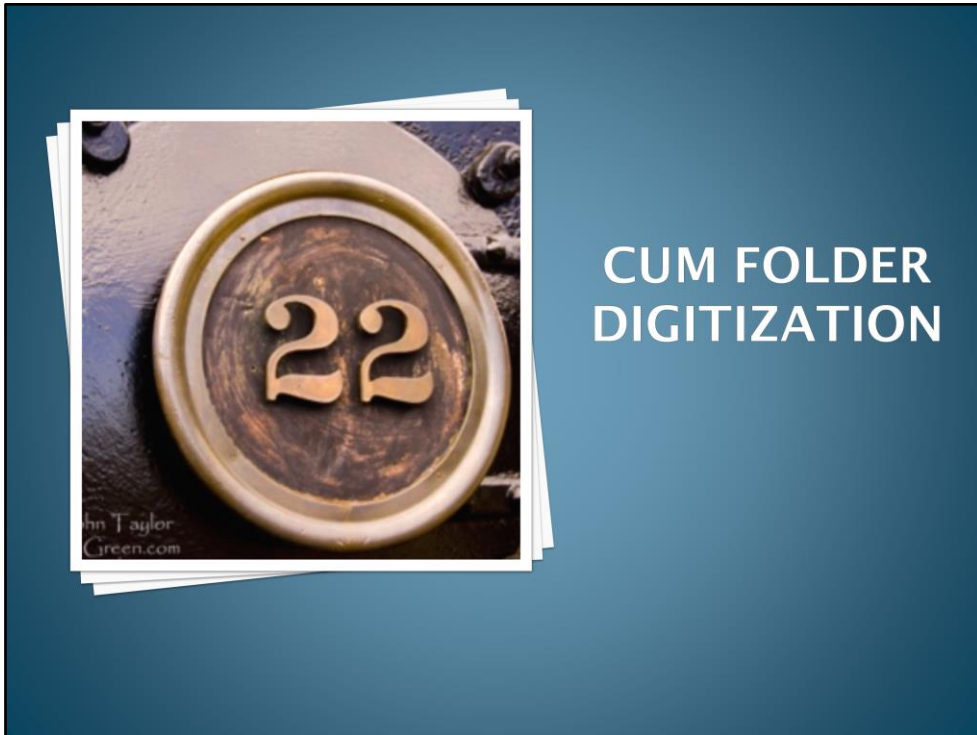
9. BLUE: SAIL Documents folder





10. District / State Test Results (Standardized, Competency, Aptitude)
11. Attendance Summary (all years)
12. Grade Cards from all schools and grades / Transcript for High School level – (all years)
13. \*Activities Record
14. \*Discipline – Letters to parents and any office discipline (all years)
15. \*Foreign Exchange Records
16. \*Child Abuse/Neglect Referral Letters
17. Photo Card – TO BE GIVEN TO STUDENT UPON GRADUATION

Thank you! This completes the information on maintaining CUM folders. If you have any questions, we will be happy to answer them at the end of our presentation. Now Elizabeth will go over the “Digitization Process”

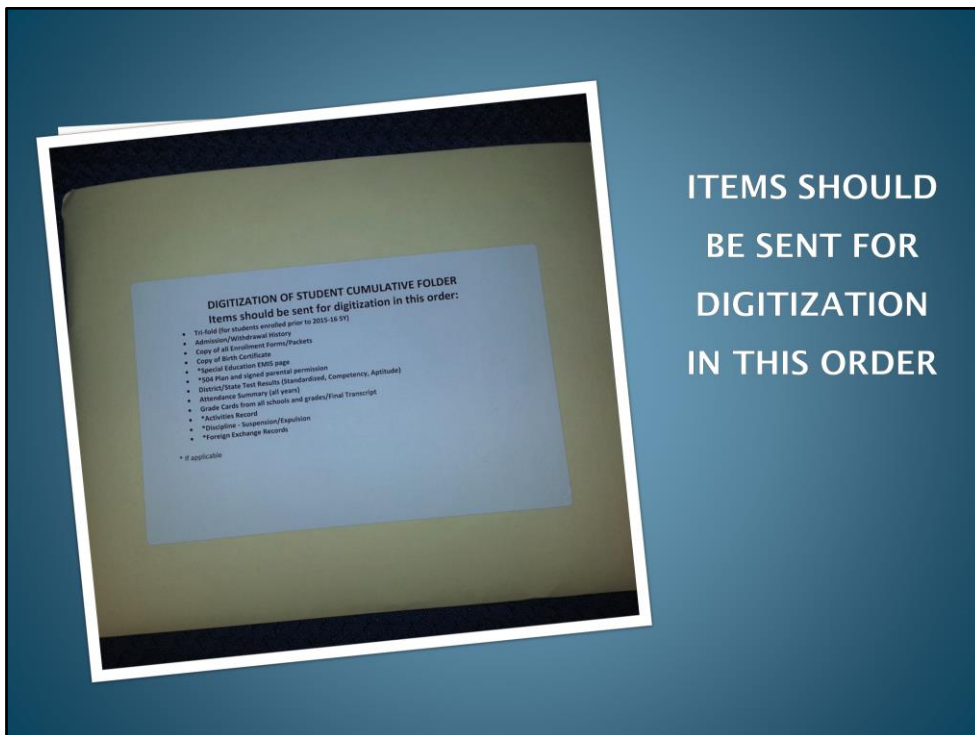


## CUM FOLDER DIGITIZATION

When a student graduates, the Cum folder should be maintained in the building for one (1) year. After one year the record should be prepared for digitization.

Inactive records should be maintained IN THE BUILDING until the student reaches 22 years of age. Once the student reaches 22 years of age, the records should be prepared for digitization.

We would suggest that you retain the CUM folders by the student's birth year and in alphabetical order to make it easy to find should the student return to Columbus City Schools and also to know when a record is ready for digitization.



Please see the INSTRUCTION PACKET (pages 2-3) for the list of documents that should be kept in the CUM folder for digitization as well as the CUM label (LABEL B – back of CUM).

SHOW HERE: Adhere LABEL B to the back / center of the CUM folder.

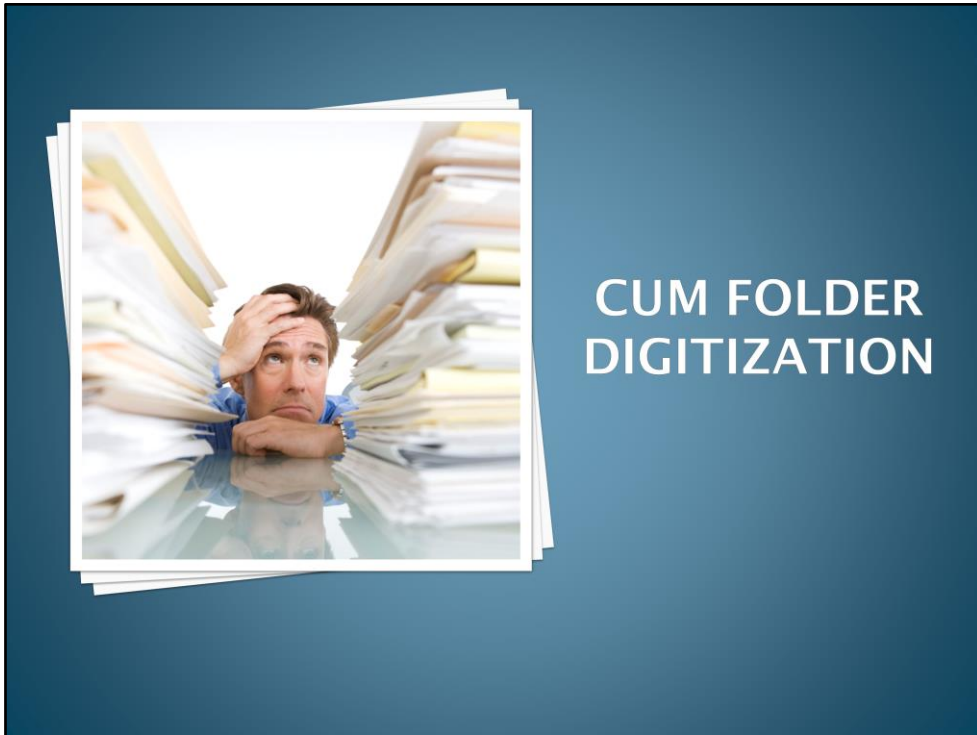
ONLY the documents on this list are to be retained in the CUM folder for digitizing, and **MUST** be placed IN THIS ORDER.



When preparing CUM records for digitization, please place in the box in alphabetical order and create a list of what records are in each box. The list should include the following information:

1. Student FULL Name
2. Student's ID#
3. Student's DOB
4. Number of CUM folders in each box

When the CUMS are ready, please call me (Elizabeth Pride: 365-5763) and I will put you on the schedule for digitizing. I will then contact you when it is time to forward the records to me at Central Enrollment.



We are in the process of creating a spreadsheet that will be available to you on the TLC website for use in listing the CUM folders that will be sent to me for digitizing.

When I receive your CUMS, I will review **each and every** folder to assure that they are in the correct order prior to sending them out for digitizing.

IF the CUMS aren't in the correct order...



I will need to return **ALL** of them to you and you will need to make the necessary corrections. Therefore, it is **CRITICAL** that you put the documents in the appropriate order the first time.

We look forward to working with you and if you have any questions, you may ask them now.