

LA JOYA I.S.D. STUDENT PERMANENT RECORD GUIDELINES

Accurate recordkeeping and the maintenance of the student permanent records are of utmost importance. These records are auditable by the Texas Education Agency as well as other organizations. With this in mind, the following guidelines have been established:

ELEMENTARY CAMPUSES

1. **PERSON RESPONSIBLE FOR MAINTAINING PERMANENT RECORDS.** The supervisor's clerk is responsible for the maintenance and filing of the perm record. **However, the principal is the custodian of records for their respective campus. (FL-local policy)**
2. **STORING OF STUDENT PERMANENT RECORDS.** All student permanent records must be stored in a safe and secure environment with lockable filing cabinets. Access to the perm records is restricted to authorized school personnel only at the principal's discretion.
3. **MAINTENANCE OF STUDENT PERMANENT RECORDS.** Permanent records will not be removed from the designated site to other areas of the campus. For example, do not take the perm record to a classroom. Use the **"PERMANENT RECORD CHECK LIST"** form (see attached form) to maintain the perm records during the school year and before being sent to other campuses. The Supervisor is to review the permanent record using the **"PERMANENT RECORD CHECK LIST"** form before the record is sent to another campus during the year. **Keep the latest copy of the "PERMANENT RECORD CHECK LIST" inside the permanent record when reviewed and before being sent to other campuses. Keep all "PERMANENT RECORD CHECK LIST" forms in alphabetical order in a binder for your records.** If an authorized user needs to work with the perm record, they will ask the supervisor's clerk to pull out the record. The user will not leave the office with the perm record. After the user is done with the perm record, the supervisor's clerk will then file the record back in the filing cabinet. When an administrator, counselor or teacher needs to review the student permanent record, use the standard **"STUDENT PERMANENT RECORD REVIEW LOG"** form. (See Forms Section on this booklet)
4. **PREPARING RECORDS TO BE SENT TO OTHER CAMPUSES (FROM ELEMENTARY TO ELEMENTARY SCHOOL OR ELEMENTARY TO MIDDLE SCHOOL) AT END OF SCHOOL YEAR.** Once the students have

been properly identified as “School Next”, the preparation of the permanent record will be made by the supervisor and the supervisor’s clerk. A checklist (including the student name in alphabetical order, ID#, DOB and grade level) must accompany these records (See “TRANSFER OF STUDENT PERMANENT RECORDS FROM CAMPUS TO CAMPUS” form). Keep a binder of the “TRANSFER OF STUDENT PERMANENT RECORDS FROM CAMPUS TO CAMPUS” form for your records. The records of students who failed 5th grade will remain at the campus until clarification is made whether the student will be promoted or retained. All grade labels must be affixed on the permanent record. If a student repeats a grade level, then the new grade label must be placed next to the old grade label, not on top of the existing grade label for that same grade level. All test labels must be affixed on the “Cumulative Test Data Record” card inside the perm record. All permanent records must be verified using the “PERMANENT RECORD CHECK LIST” form before they are sent to another campus.

- *For an elementary campus going to pick up records at sending elementary campus at end of year.* It is the responsibility of the receiving campus to come and pick up the perm records from the sending campus. The sending campus must have the records ready to be reviewed in a comfortable work area. Upon review of the records by the supervisor and supervisor’s clerk on any perm records that are going to another elementary campus because of rezoning or transfer approvals, if any discrepancies are found, the record will remain at the sending campus to clear up any issues. This will be noted by the student’s name on the “TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS” form that the record is pending at the sending campus. Discrepancies found on the permanent records must be corrected within 3 days. When the permanent record is ready to be picked up, the supervisor’s clerk at the sending campus will notify the supervisor’s clerk at the receiving campus to come and pick up the record. The notation made on the “TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS” form will now show that the record was picked up. An appointment will be given by the sending campus principal to the receiving campus principal to come and pick up the records within 2 weeks after the end of the school year.

- *For an elementary campus going to pick up records from the LJISD Head Start Program at end of year.* It is the responsibility of the receiving campus to come and pick up the perm records from the sending campus. The sending campus must have the records ready to be reviewed in a comfortable work area. Upon review by the assistant principal and counselor’s clerk on the Kindergarten perm records that are going to the elementary school campus, if any discrepancies are found, the record will remain at the sending campus to clear up any issues. Discrepancies found on the permanent records must be corrected within 3 days. This will be noted by the student’s name on the “TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS” form that the record is pending at the sending campus. When the permanent record is ready to be

picked up, the supervisor's clerk at the sending campus will notify the counselor's clerk at the receiving campus to come and pick up the record. The notation made on the "TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS" form will now show that the record was picked up. An appointment will be given by the sending campus principal to the receiving campus principal to come and pick up the records within 2 weeks after the end of the school year.

- For a middle school campus going to pick up records at sending elementary campus at end of year. It is the responsibility of the receiving campus to come and pick up the perm records from the sending campus. The sending campus must have the records ready to be reviewed in a comfortable work area. Upon review by the assistant principal and counselor's clerk on the 6th grade perm records that are going to the middle school campus, if any discrepancies are found, the record will remain at the sending campus to clear up any issues. Discrepancies found on the permanent records must be corrected within 3 days. This will be noted by the student's name on the "TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS" form that the record is pending at the sending campus. When the permanent record is ready to be picked up, the supervisor's clerk at the sending campus will notify the counselor's clerk at the receiving campus to come and pick up the record. The notation made on the "TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS" form will now show that the record was picked up. An appointment will be given by the sending campus principal to the receiving campus principal to come and pick up the records within 2 weeks after the end of the school year.
5. VERIFICATION OF PERMANENT RECORDS BASED ON STUDENTS ENROLLED DURING THE 1ST TWO WEEKS OF SCHOOL YEAR. It is an expectation that the supervisor and supervisor's clerk make sure that all student permanent records are accounted for based on the student population at the campus. For example: If you are showing 800 students enrolled during the 1st two weeks of school, then you are to make sure that there are 800 permanent records on file. If not, then it will be the responsibility of the supervisor's clerk under the direction of the supervisor, to begin the search process to locate the missing perm records by the end of September. On students enrolling after the first 2 weeks of school, the permanent record must be located at the campus, at another campus or at Pupil Attendance & Records Retention within 2 weeks. A student permanent record for a prekindergarten or new-to-district must be created upon enrollment.

Permanent Records need to be reviewed and updated before the end of the 1st Six Weeks:

- Use the Permanent Record Check List; review information and required documents. Contact parents for pending documents, if unsuccessful conduct home visits. **All Conditional Forms must be fulfilled by the campus.**

- Update permanent record with current school year information. Current grade; school year; name of last school attended; entry date; and school must be written inside the permanent record; staff member must initial after updating information.

6. TRANSFER OF STUDENT PERMANENT RECORDS FROM CAMPUS TO CAMPUS DURING SCHOOL YEAR. The supervisor's clerk will request the permanent record of a student who has now enrolled at their campus (See the **"REQUEST OF STUDENT PERMANENT RECORDS FROM CAMPUS TO CAMPUS"** form). If the campus has the requested record, then the sending campus will use the standardized **"TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS"** form (see attached form). The supervisor's clerk is responsible to go and pick up the record. The campus parent educator may assist the supervisor's clerk to go and pick up records during the year if needed. **The sending campus MUST have the permanent record ready for pickup within 2 days of receiving the request. Make sure to include the student's health record (contact your campus nurse) inside the permanent record before it leaves your campus. It is very important that the supervisor's clerk from the receiving campus immediately give the nurse the student's health record.** As a courtesy, the supervisor's clerk at the sending campus will make contact with the supervisor's clerk of the requesting campus to arrange a pick up time for the permanent record. **All areas pertinent on the "TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS" form must be filled out, signed and dated accordingly by the sending campus administrator as designated by the principal and the receiving campus supervisor's clerk. The administrator is to review the record(s) before the perm record(s) leaves the campus. NOTE: MILEAGE REIMBURSEMENT MUST BE SET UP BY THE PRINCIPAL FOR THE SUPERVISOR'S CLERK AND PARENT EDUCATOR THROUGH THE BUDGET. IN THE EVENT THAT THE SUPERVISOR'S CLERK IS OUT ON FMLA OR THE POSITION IS VACANT, THEN THE PRINCIPAL WILL TEMPORARILY DESIGNATE THE PARENT EDUCATOR TO GO AND PICK UP RECORDS UNTIL THE POSITION IS FILLED.**
7. REQUEST FOR PERMANENT RECORDS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION. When a permanent record can not be located at a district campus, a **"REQUEST FOR PERMANENT RECORDS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION"** form (see attached form) will be faxed to 323-2951 by the supervisor's clerk. The records retention clerk will search the database to see if the record is housed at the inactive records building. **The records retention clerk will notify the supervisor's clerk if the record is located within 2 days of receiving the request.** The supervisor's clerk or parent educator will come and pick up the record from the Office of Pupil Attendance & Records Retention. If the record is not at Pupil Attendance & Records Retention, the records retention clerk will notify the supervisor's clerk. **The Office of Pupil Attendance & Records**

Retention will have a form that will be signed by the supervisor's clerk or parent educator showing that the permanent record was picked up.

8. PERMANENT RECORDS NOT FOUND AT ANOTHER CAMPUS OR AT THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION. When a campus can not locate a permanent record at either another district campus or the Office of Pupil Attendance & Records Retention, then another permanent record must be created. **KEEP IN MIND THAT THIS SHOULD BE AN EXCEPTION. A PERMANENT RECORD SHOULD NEVER BE "LOST".** In the event that a new permanent record is created, the following items must be requested again from the parent/guardian or program administrator:
 - a. Parent/Guardian ID (Such as a valid driver's license, Texas ID, or their birth certificate)
 - b. Child's birth certificate
 - c. Child's social security card
 - d. Proof of residence (Only the latest light, water, gas, cable tv, waste management service bill, or DirecTV service bill under the parent's name. If the bills are not under the parent's name, then a notarized letter stating the physical and mailing address will be accepted.
 - e. LPAC information: A home language survey must be signed and dated by the parent.
 - f. The cumulative test data record will have to be re-created. Contact the Executive Director for Curriculum and Evaluation.
 - g. All other information pertinent to the permanent record.
9. PARENTS MOVING INTO YOUR ZONED CAMPUS AREA FROM ANOTHER CAMPUS. When a parent moves into your zoned area from another district campus, the attendance clerk will immediately update the address and phone number in Skyward. **Addresses and phone numbers on the permanent record should also be updated as needed by the supervisor's clerk after being notified by the attendance clerk of any changes.** Parents must present a utility bill such as light, water, gas, cable tv, waste management bill, or DirecTV that is under their name. If the bill is not under the parent's name, then a notarized letter will be accepted showing the physical and mailing address. If it is a hardship case, the principal may give a 10-day conditional for the parent to produce the bill or notarized letter to the campus. You may send your parent educator to conduct a home visit to ensure that the family is living in your zoned area pending the bill or notarized statement. **We will not keep the child out of school. Keep in mind that at the elementary level, you may have transfer forms that have been approved by the Executive Director for Student Services to have children attend your campus even though they are not zoned to your area.**
10. UPDATING STUDENT ADDRESSES AND PHONE NUMBERS IN SKYWARD AT THE BEGINNING OF THE YEAR AND BEGINNING OF 2ND SEMESTER. The attendance clerk will update student addresses and phone numbers from the enrollment card during the 1st three weeks of the school year and again at the beginning of the second semester. Having updated addresses and phone numbers will greatly assist the home visit process, the mailing of letters to

the parents, the serving of truancy summonses and contact with the parent or guardian. **Note: Addresses and phone numbers on the permanent record should also be updated as needed by the supervisor's clerk after being notified by the attendance clerk of any changes.**

11. **SENDING INACTIVE STUDENT PERMANENT RECORDS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION.** Students who have been withdrawn for 2 years or more are eligible for retention at the Office of Pupil Attendance & Records Retention. All permanent records that are being sent to Pupil Attendance & Records Retention must be boxed appropriately in alphabetical order. The sender is responsible for creating a list in alphabetical order showing the student name, ID#, DOB, and a column showing that the health record is included. (See **"SUBMISSION OF INACTIVE STUDENT PERMANENT RECORDS FROM CAMPUS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION" form**). The supervisor's clerk must notify the nurse about the inactive student perm records so that the inactive health record can also be filed inside the perm record before sending to Pupil Attendance & Records Retention. **A schedule showing date and time for the records drop off will be provided by Pupil Attendance & Records Retention in the month of October for delivery in November.**

12. **NEW TO DISTRICT STUDENT REGISTRATION DOCUMENTS PROVIDED BY THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION.** Beginning with the 2017-2018 School Year, the documents that commence the permanent record for all new to district students will be scanned by the personnel at the Office of Pupil Attendance & Records Retention. These scanned documents will be placed in a shared folder that the attendance clerks at all district campuses will have access too. The attendance clerk is to print out these documents, approve the New Student Online Enrollment Application, and forward them to the Supervisor's/Counselor's Clerk to begin the creation of the student's permanent record.

13. **STUDENT PERMANENT RECORD GUIDELINES AUDIT.** An audit will be conducted by the personnel from the Office of Pupil Attendance & Records Retention during the month of November and/or early December of every school year. All of the aforementioned guidelines will be audited. Please ensure that your campus is in compliance.

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STUDENT PERMANENT RECORD GUIDELINES

Accurate recordkeeping and the maintenance of the student permanent records are of utmost importance. These records are auditable by the Texas Education Agency as well as other organizations. With this in mind, the following guidelines have been established:

MIDDLE SCHOOL CAMPUSES

1. PERSON RESPONSIBLE FOR MAINTAINING PERMANENT RECORDS. The counselor's clerk is responsible for the maintenance and filing of the perm record. **However, the principal is the custodian of records for their respective campus. (FL-local policy)**
2. STORING OF STUDENT PERMANENT RECORDS. All student permanent records must be stored in a safe and secure environment with lockable filing cabinets. Access to the perm records is restricted to authorized school personnel only at the principal's discretion.
3. MAINTENANCE OF STUDENT PERMANENT RECORDS. Permanent records will not be removed from the designated site to other areas of the campus. For example, do not take the perm record to a classroom. Use the **"PERMANENT RECORD CHECK LIST"** form (see attached form) to maintain the perm records during the school year and before being sent to other campuses. The Assistant Principal is to review the permanent record using the **"PERMANENT RECORD CHECK LIST"** form before the record is sent to another campus during the year. **Keep the latest copy of the "PERMANENT RECORD CHECK LIST" inside the permanent record when reviewed and before being sent to other campuses. Keep all "PERMANENT RECORD CHECK LIST" forms in alphabetical order in a binder for your records.** If an authorized user needs to work with the perm record, they will ask the counselor's clerk to pull out the record. The user will not leave the office with the perm record. After the user is done with the perm record, the counselor's clerk will then file the record back in the filing cabinet. When an administrator, counselor or teacher needs to review the student permanent record, use the standard **"STUDENT PERMANENT RECORD REVIEW LOG"** form. (See Forms Section on this booklet)
4. PREPARING RECORDS TO BE SENT TO OTHER CAMPUSES (FROM MIDDLE SCHOOL TO MIDDLE SCHOOL OR MIDDLE SCHOOL TO HIGH SCHOOL) AT END OF SCHOOL YEAR OR UPON RETURN FROM

SUMMER VACATION. Once the students have been properly identified as “School Next”, the preparation of the permanent records will be made by the assistant principal and the counselor’s clerk. A checklist (including the student name in alphabetical order, ID#, DOB and grade level) must accompany these records (See “TRANSFER OF STUDENT PERMANENT RECORDS FROM CAMPUS TO CAMPUS” form). Keep a binder of the “TRANSFER OF STUDENT PERMANENT RECORDS FROM CAMPUS TO CAMPUS” form. The records of students who failed 8th grade will remain at the campus until clarification is made whether the student will be promoted or retained. All grade labels must be affixed on the permanent record. If a student repeats a grade level, then the new grade label must be placed next to the old grade label, not on top of the existing grade label for that same grade level. All test labels must be affixed on the “Cumulative Test Data Record” card inside the perm record. All permanent records must be verified using the “PERMANENT RECORD CHECK LIST” form before they are sent to another campus.

- **For a middle school campus going to pick up records at another middle school campus at end of year.** It is the responsibility of the receiving campus to come and pick up the perm records from the sending campus. The sending campus must have the records ready to be reviewed in a comfortable work area. Upon review of the records by the assistant principal and counselor’s clerk on any perm records that are going to another middle school campus because of rezoning or transfer approvals, if any discrepancies are found, the record will remain at the sending campus to clear up any issues. This will be noted by the student’s name on the “TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS” form that the record is pending at the sending campus. Discrepancies found on the permanent records must be corrected within 3 days. When the permanent record is ready to be picked up, the counselor’s clerk at the sending campus will notify the counselor’s clerk at the receiving campus to come and pick up the record. The notation made on the “TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS” form will now show that the record was picked up. An appointment will be given by the sending campus principal to the receiving campus principal to come and pick up the records within 2 weeks after the end of the school year.
- **For a high school campus going to pick up records at sending middle school campus upon return from summer vacation.** It is the responsibility of the receiving campus to come and pick up the perm records from the sending campus. The sending campus must have the records ready to be reviewed in a comfortable work area. Upon review of the records by the assistant principal and registrar clerk on perm records that are going to the high school campus as incoming 9th graders, if any discrepancies are found, the record will remain at the sending campus to clear up any issues. This will be noted by the student’s name on the “TRANSFER OF PERMANENT

RECORDS FROM CAMPUS TO CAMPUS” form that the record is pending at the sending campus. Discrepancies found on the permanent records must be corrected within 3 days. When the permanent record is ready to be picked up, the counselor’s clerk at the sending campus will notify the registrar clerk at the receiving campus to come and pick up the record. The notation made on the “TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS” form will now show that the record was picked up. An appointment will be given by the sending campus principal to the receiving campus principal to come and pick up the records upon returning from the summer vacation in July.

5. **RETRIEVAL OF PERMANENT RECORDS FROM AN ELEMENTARY CAMPUS AT END OF SCHOOL YEAR.** It is the responsibility of the receiving campus to come and pick up the perm records from the sending campus. The sending campus must have the records ready to be reviewed in a comfortable work area. Upon review by the assistant principal and counselor’s clerk on the 6th grade perm records that are going to the middle school campus, if any discrepancies are found, the record will remain at the sending campus to clear up any issues. Also, the records of students who failed 5th grade will remain at the campus until clarification is made whether the student will be promoted or retained. This will be noted by the student’s name on the “TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS” form that the record is pending at the sending campus. When the permanent record is ready to be picked up, the supervisor’s clerk at the sending campus will notify the counselor’s clerk at the receiving campus to come and pick up the record. The notation made on the “TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS” form will now show that the record was picked up. **An appointment will be given by the sending campus principal to the receiving campus principal to come and pick up the records within 2 weeks after the end of the school year.**
6. **VERIFICATION OF PERMANENT RECORDS BASED ON STUDENTS ENROLLED DURING THE 1ST TWO WEEKS OF SCHOOL YEAR.** It is an expectation that the assistant principal and counselor’s clerk make sure that all student permanent records are accounted for based on the student population at the campus. For example: If you are showing 800 students enrolled during the 1st two weeks of school, then you are to make sure that there are 800 permanent records on file. If not, then it will be the responsibility of the counselor’s clerk under the direction of the assistant principal, to begin the search process to locate the missing perm records **by the end of September.** On students enrolling after the first 2 weeks of school, the permanent record must be located at the campus, at another campus or at Pupil Attendance & Records Retention within 2 weeks. A student permanent record for a new-to-district student must be created upon enrollment.

Permanent Records need to be reviewed and updated before the end of the 1st Six Weeks:

- Use the Permanent Record Check List; review information and required documents. Contact parents for pending documents, if unsuccessful conduct home visits. **All Conditional Forms must be fulfilled by the campus.**
- Update permanent record with current school year information. Current grade; school year; name of last school attended; entry date; and school must be written inside the permanent record; staff member must initial after updating information.

7. **TRANSFER OF STUDENT PERMANENT RECORDS FROM CAMPUS TO CAMPUS DURING SCHOOL YEAR.** The counselor's clerk will request the permanent record of a student who has now enrolled at their campus. (See the **"REQUEST OF STUDENT PERMANENT RECORDS FROM CAMPUS TO CAMPUS"** form). If the campus has the requested record, then the sending campus will use the standardized **"TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS"** form (see attached form). The counselor's clerk is responsible to go and pick up the record. The campus social worker may assist the supervisor's clerk to go and pick up records during the year if needed. **The sending campus MUST have the permanent record ready for pickup within 2 days of receiving the request. Make sure to include the student's health record (contact your campus nurse) inside the permanent record before it leaves your campus. It is very important that the counselor's clerk from the receiving campus immediately give the nurse the student's health record.** As a courtesy, the counselor's clerk at the sending campus will make contact with the counselor's clerk of the requesting campus to arrange a pick up time for the permanent record. **All areas pertinent on the "TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS" form must be filled out, signed and dated accordingly by the sending campus assistant principal, as designated by the principal, and the receiving campus counselor's clerk. The administrator is to review the record(s) before the perm record(s) leaves the campus. NOTE: MILEAGE REIMBURSEMENT MUST BE SET UP BY THE PRINCIPAL FOR THE COUNSELOR'S CLERK AND SOCIAL WORKER THROUGH THE BUDGET. IN THE EVENT THAT THE COUNSELOR'S CLERK IS OUT ON FMLA OR THE POSITION IS VACANT, THEN THE PRINCIPAL WILL TEMPORARILY DESIGNATE THE SOCIAL WORKER TO GO AND PICK UP RECORDS UNTIL THE POSITION IS FILLED.**

8. **REQUEST FOR PERMANENT RECORDS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION** When a permanent record can not be located at a district campus, a **"REQUEST FOR PERMANENT RECORDS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION"** form (see attached form) will be faxed to 323-2951 by the counselor's clerk. The records retention clerk will search the database to see if record is housed at the

inactive records building. **The records retention clerk will notify the counselor's clerk if the record is located within 2 days of receiving the request.** The counselor's clerk or social worker will come and pick up the record from Pupil Attendance & Records Retention. If the record is not at Pupil Attendance & Records Retention, the records retention clerk will notify the counselor's clerk. **The Office of Pupil Attendance & Records Retention will have a form that will be signed by the counselor's clerk or social worker showing that the permanent record was picked up.**

9. PERMANENT RECORDS NOT FOUND AT ANOTHER CAMPUS OR AT THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION. When a campus can not locate a permanent record at either another district campus or the Office of Pupil Attendance & Records Retention, then another permanent record must be created. **KEEP IN MIND THAT THIS SHOULD BE AN EXCEPTION. A PERMANENT RECORD SHOULD NEVER BE "LOST".** In the event that a new permanent record is created, the following items must be requested again from the parent/guardian or program administrator:
 - a. Parent/Guardian ID (Such as a valid driver's license, Texas ID, or their birth certificate)
 - b. Child's birth certificate
 - c. Child's social security card
 - d. Proof of residence (Only the latest light, water, gas, cable tv, waste management service bill, or DirecTV service bill under the parent's name. If the bills are not under the parent's name, then a notarized letter stating the physical and mailing address will be accepted.
 - e. LPAC information: A home language survey must be signed and dated by the parent.
 - f. The cumulative test data record will have to be re-created. Contact the Executive Director for Curriculum and Evaluation.
 - g. All other information pertinent to the permanent record.
10. PARENTS MOVING INTO YOUR ZONED CAMPUS AREA FROM ANOTHER CAMPUS. When a parent moves into your zoned area from another district campus, the attendance clerk will immediately update the address and phone number in Skyward. **Addresses and phone numbers on the permanent record should also be updated as needed by the counselor's clerk after being notified by the attendance clerk of any changes.** Parents must present a utility bill such as light, water, gas, cable tv, waste management bill, DirecTV, or telephone (cell) bill that is under their name. If the bill is not under the parent's name, then a notarized letter will be accepted showing the physical and mailing address. If it is a hardship case, the principal may give a 10-day conditional for the parent to produce the notarized letter to the campus. You may send your social worker to conduct a home visit to ensure that the family is living in your zoned area pending the bill or notarized statement. **We will not keep the child out of school. Keep in mind that at the middle school level, you may have transfer forms that have been approved by the Executive Director for Student Services to have children attend your campus even though they are not zoned to your area.**

11. UPDATING STUDENT ADDRESSES AND PHONE NUMBERS IN SKYWARD AT THE BEGINNING OF THE YEAR AND BEGINNING OF 2ND SEMESTER. The attendance clerk will update student addresses and phone numbers from the enrollment card during the 1st three weeks of the school year and again at the beginning of the second semester. Having updated addresses and phone numbers will greatly assist the home visit process, the mailing of letters to the parents, the serving of truancy summonses and contact with the parent or guardian. **Note: Addresses and phone numbers on the permanent record should also be updated as needed by the counselor's clerk after being notified by the attendance clerk of any changes.**
12. SENDING INACTIVE STUDENT PERMANENT RECORDS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION. Students who have been withdrawn for 2 years or more are eligible for retention at the Office of Pupil Attendance & Records Retention. All permanent records that are being sent to Pupil Attendance & Records Retention must be boxed appropriately in alphabetical order. The sender is responsible for creating a list in alphabetical order showing the student name, ID#, DOB, and a column showing that the health record is included. (See "**SUBMISSION OF INACTIVE STUDENT PERMANENT RECORDS FROM CAMPUS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION**" form). The counselor's clerk must notify the nurse about the inactive student perm records so that the inactive health record can also be filed inside the perm record before sending to Pupil Attendance & Records Retention. **A schedule showing date and time for the records drop off will be provided by Pupil Attendance & Records Retention in the month of October for delivery in November.**
13. NEW TO DISTRICT STUDENT REGISTRATION DOCUMENTS PROVIDED BY THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION. Beginning with the 2017-2018 School Year, the documents that commence the permanent record for all new to district students will be scanned by the personnel at the Office of Pupil Attendance & Records Retention. These scanned documents will be placed in a shared folder that the attendance clerks at all district campuses will have access too. The attendance clerk is to print out these documents, approve the New Student Online Enrollment Application, and forward them to the Counselor's Clerk to begin the creation of the student's permanent record.
14. STUDENT PERMANENT RECORD GUIDELINES AUDIT. An audit will be conducted by the personnel from Pupil Attendance & Records Retention during the month of November and/or early December of every school year. All of the aforementioned guidelines will be audited. Please ensure that your campus is in compliance.

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STUDENT PERMANENT RECORD GUIDELINES

Accurate recordkeeping and the maintenance of the student permanent records are of utmost importance. These records are auditable by the Texas Education Agency as well as other organizations. With this in mind, the following guidelines have been established:

HIGH SCHOOL CAMPUSES

1. PERSON RESPONSIBLE FOR MAINTAINING PERMANENT RECORDS.
The registrar clerk is responsible for the maintenance and filing of the perm record. **However, the principal is the custodian of records for their respective campus. (FL-local policy)**
2. STORING OF STUDENT PERMANENT RECORDS. All student permanent records must be stored in a safe and secure environment with lockable filing cabinets. Access to the perm records is restricted to authorized school personnel only at the principal's discretion.
3. MAINTENANCE OF STUDENT PERMANENT RECORDS. Permanent records will not be removed from the designated site to other areas of the campus. For example, do not take the perm record to a classroom. Use the **"PERMANENT RECORD CHECK LIST"** form (see attached form) to maintain the perm records during the school year and before being sent to other campuses. The Assistant Principal is to review the permanent record using the **"PERMANENT RECORD CHECK LIST"** form before the record is sent to another campus during the year. **Keep the latest copy of the "PERMANENT RECORD CHECK LIST" inside the permanent record when reviewed and before being sent to other campuses. Keep all "PERMANENT RECORD CHECK LIST" forms in alphabetical order in a binder for your records.** If an authorized user needs to work with the perm record, they will ask the registrar clerk to pull out the record. The user will not leave the office with the perm record. After the user is done with the perm record, the registrar clerk will then file the record back in the filing cabinet. When an administrator, counselor or teacher needs to review the student permanent record, use the standard **"STUDENT PERMANENT RECORD REVIEW LOG"** form. (See Forms Section on this booklet)
4. RETRIEVAL OF PERMANENT RECORDS FROM MIDDLE SCHOOL CAMPUSES OR HIGH SCHOOL CAMPUSES UPON RETURN FROM SUMMER VACATION. **The assistant principal and registrar clerk at each of the high schools will be responsible for collecting the 9th grade student**

permanent records from the middle schools upon return from the summer vacation in July. The middle school principal will make contact with the appropriate high school principal to set up an appointment for the pickup of the records. All grade labels must be affixed on the permanent record. All test labels must be affixed on the “Cumulative Test Data Record” card inside the perm record. Upon review of the records by the assistant principal and registrar clerk, if any discrepancies are found, the record will remain at the sending campus to clear up any issues. This will be noted by the student’s name on the “TRANSFER OF PERMANENT RECORD FROM CAMPUS TO CAMPUS” form that the record is pending at the sending campus. Discrepancies found on the permanent records must be corrected within 3 days. When the permanent record is ready to be picked up, the counselor’s clerk will notify the registrar clerk at the receiving campus to come and pick up the record. The notation made on the checklist will now show that the record was picked up.

- Upon return from summer vacation in July, any student permanent records that need to be transferred to another high school campus due to rezoning or transfer approvals, must be picked up by the receiving campus assistant principal and registrar clerk. All areas of the “TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS” form must be completed.

The sending campus principal will set up an appointment for the receiving campus personnel to come and pick up the records.

5. VERIFICATION OF PERMANENT RECORDS BASED ON STUDENTS ENROLLED DURING THE 1ST TWO WEEKS OF SCHOOL YEAR. It is an expectation that the assistant principal and registrar clerk make sure that all student permanent records are accounted for based on the student population at the campus. For example: If you are showing 800 students enrolled during the 1st two weeks of school, then you are to make sure that there are 800 permanent records on file. If not, then it will be the responsibility of the registrar clerk under the direction of the assistant principal, to begin the search process to locate the missing perm records by the end of September. On students enrolling after the first 2 weeks of school, the permanent record must be located at the campus, at another campus or at Pupil Attendance & Records Retention within 2 weeks. Permanent Record must be reviewed before the end of the 1st Six Weeks; Use the Permanent Record Check List;

Permanent Records need to be reviewed and updated before the end of the 1st Six Weeks:

- Use the Permanent Record Check List; review information and required documents. Contact parents for pending documents, if unsuccessful conduct home visits. **All Conditional Forms must be fulfilled by the campus.**
- Update permanent record with current school year information. Current grade; school year; name of last school attended; entry date; and school

must be written inside the permanent record; staff member must initial after updating information.

6. TRANSFER OF STUDENT PERMANENT RECORDS FROM CAMPUS TO CAMPUS DURING SCHOOL YEAR. The registrar clerk will request the permanent record of a student who has now enrolled at their campus. (See the **“REQUEST OF STUDENT PERMANENT RECORDS FROM CAMPUS TO CAMPUS”** form). If the campus has the requested record, then the sending campus will use the standardized **“TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS”** form (see attached form). **Keep a binder of the “TRANSFER OF STUDENT PERMANENT RECORDS FROM CAMPUS TO CAMPUS” form for your records.** The registrar clerk is responsible to go and pick up the record. **The sending campus MUST have the permanent record ready for pickup within 2 days of receiving the request. Make sure to include the student’s health record (contact your campus nurse) inside the permanent record before it leaves your campus.** It is very important that the registrar clerk from the receiving campus immediately give the nurse the student’s health record. As a courtesy, the registrar clerk at the sending campus will make contact with the registrar clerk of the requesting campus to arrange a pick up time for the permanent record. **All areas pertinent on the “TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS” form must be filled out, signed and dated accordingly by the sending campus assistant principal, as designated by the principal, and the receiving campus registrar clerk. The assistant principal is to review the record(s) before the perm record(s) leaves the campus. NOTE: MILEAGE REIMBURSEMENT MUST BE SET UP BY THE PRINCIPAL FOR THE REGISTRAR CLERK THROUGH THE BUDGET. IN THE EVENT THAT BOTH REGISTRAR CLERKS ARE OUT ON FMLA OR THE POSITIONS ARE VACANT, THEN THE PRINCIPAL WILL TEMPORARILY DESIGNATE ANOTHER EMPLOYEE THAT HAS A MILEAGE ACCOUNT TO GO AND PICK UP RECORDS.**
7. REQUEST FOR PERMANENT RECORDS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION. When a permanent record can not be located at a district campus, a **“REQUEST FOR PERMANENT RECORDS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION”** form (see attached form) will be faxed to 323-2951 by the registrar clerk. The records retention clerk will search the database to see if record is housed at the inactive records building. **The records retention clerk will notify the registrar clerk if the record is located within 2 days of receiving the request.** The registrar clerk will come and pick up the record from Pupil Attendance & Records Retention. If the record is not at Pupil Attendance & Records Retention, the records retention clerk will notify the registrar clerk. **The Office of Pupil Attendance & Records Retention will have a form that will be signed by the registrar clerk showing that the permanent record was picked up.**

8. PERMANENT RECORDS NOT FOUND AT ANOTHER CAMPUS OR AT THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION. When a campus can not locate a permanent record at either another district campus or the Office of Pupil Attendance & Records Retention, then another permanent record must be created. **KEEP IN MIND THAT THIS SHOULD BE AN EXCEPTION. A PERMANENT RECORD SHOULD NEVER BE “LOST”.** In the event that a new permanent record is created, the following items must be requested again from the parent/guardian or program administrator:
- a. Parent/Guardian ID (Such as a valid driver’s license, Texas ID, or their birth certificate)
 - b. Child’s birth certificate
 - c. Child’s social security card
 - d. Proof of residence (Only the latest light, water, gas, cable tv, waste management service bill, or DirecTV service bill under the parent’s name. If the bills are not under the parent’s name, then a notarized letter stating the physical and mailing address will be accepted.
 - e. LPAC information: A home language survey must be signed and dated by the parent.
 - f. The cumulative test data record will have to be re-created. Contact the Executive Director for Curriculum and Evaluation.
 - g. All other information pertinent to the permanent record.
9. PARENTS MOVING INTO YOUR ZONED CAMPUS AREA FROM ANOTHER HIGH SCHOOL CAMPUS. When a parent moves into your zoned area from another high school campus, the attendance clerk will immediately update the address and phone number in Skyward. **Addresses and phone numbers on the permanent record should also be updated as needed by the registrar clerk after being notified by the attendance clerk of any changes.** Parents must present a utility bill such as light, water, gas, cable tv, waste management, DirecTV, or telephone (cell) bill that is under their name. If the bill is not under the parent’s name, then a notarized letter will be accepted showing the physical and mailing address. If it is a hardship case, the principal may give a 10-day conditional for the parent to produce the bill or notarized letter to the campus. You may send your social worker and/or attendance officer to conduct a home visit to ensure that the family is living in your zoned area pending the bill or notarized statement. **We will not keep the child out of school. Keep in mind that at the high school level, you may have transfer forms that have been approved by the Executive Director for Student Services to have children attend your campus even though they are not zoned to your area.**
10. UPDATING STUDENT ADDRESSES AND PHONE NUMBERS IN SKYWARD AT THE BEGINNING OF THE YEAR AND BEGINNING OF 2ND SEMESTER. The attendance clerk will update student addresses and phone numbers from the enrollment card during the 1st three weeks of the school year and again at the beginning of the second semester. Having updated addresses and phone numbers will greatly assist the home visit process, the mailing of letters to the parents, the serving of truancy summonses and contact with the parent or guardian. **Note: Addresses and phone numbers on the permanent record**

should also be updated as needed by the registrar clerk after being notified by the attendance clerk of any changes.

11. **SENDING INACTIVE STUDENT PERMANENT RECORDS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION.** Students who have been withdrawn for 2 years or more are eligible for retention at the Office of Pupil Attendance & Records Retention. All permanent records that are being sent to Pupil Attendance & Records Retention must be boxed appropriately in alphabetical order. The sender is responsible for creating a list in alphabetical order showing the student name, ID#, DOB, and a column showing that the health record is included. (See **“SUBMISSION OF INACTIVE STUDENT PERMANENT RECORDS FROM CAMPUS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION” form**). The registrar clerk must notify the nurse about the inactive student perm records so that the inactive health record can also be filed inside the perm record before sending to Pupil Attendance & Records Retention. **A schedule showing date and time for the records drop off will be provided by Pupil Attendance & Records Retention in the month of October for delivery in November.**
12. **SENDING GRADUATE STUDENT PERMANENT RECORDS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION.** All graduate student permanent records must include the transcript folder. All signatures, rankings, GPA, number in class, graduation seals, etc., must be indicated. The student's health record must also be interfiled in the permanent folder. A list in alphabetical order showing the student name, ID#, date of birth and a column showing that the health record is included must accompany the records. **All TAKS/STAAR labels must be affixed on the transcript folder showing mastery in all areas. In addition, all other testing labels such as ACT, SAT, etc., must be affixed on the transcript folder.**

NOTE: THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION WILL NOT ACCEPT TRANSCRIPTS THAT DO NOT SHOW MASTERY ON THE TAKS/STAAR LABELS ON ANY FIELD. THESE GRADUATE TRANSCRIPTS NEED TO BE SCANNED ACCURATELY IN A TIMELY MANNER. IF LABELS ARE MISSING, THE TESTING COORDINATOR OF THE RESPECTIVE CAMPUS MUST WORK TOGETHER WITH THE EXECUTIVE DIRECTOR FOR CURRICULUM AND EVALUATION TO OBTAIN THE CORRECT LABELS TO AFFIX ON THE TRANSCRIPT FOLDER.

Note: The high school principal will sign an acknowledgement form indicating that all graduate records have been reviewed, are complete, correct and ready to be scanned. This form will be provided by the Office of Pupil Attendance & Records Retention when you are ready to send all graduate records.

13. **NEW TO DISTRICT STUDENT REGISTRATION DOCUMENTS PROVIDED BY THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION.**

Beginning with the 2017-2018 School Year, the documents that commence the permanent record for all new to district students will be scanned by the personnel at the Office of Pupil Attendance & Records Retention. These scanned documents will be placed in a shared folder that the attendance clerks at all district campuses will have access too. The attendance clerk is to print out these documents, approve the New Student Online Enrollment Application, and forward them to the Registrar Clerk to begin the creation of the student's permanent record.

14. STUDENT PERMANENT RECORD GUIDELINES AUDIT. An audit will be conducted by the personnel from the Office of Pupil Attendance & Records Retention during the month of November and/or early December of every school year. All of the aforementioned guidelines will be audited. Please ensure that your campus is in compliance.

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STUDENT PERMANENT RECORD GUIDELINES

Accurate recordkeeping and the maintenance of the student permanent records are of utmost importance. These records are auditable by the Texas Education Agency as well as other organizations. With this in mind, the following guidelines have been established:

EARLY COLLEGE HIGH SCHOOL

1. PERSON RESPONSIBLE FOR MAINTAINING PERMANENT RECORDS.
The registrar clerk is responsible for the maintenance and filing of the perm record. **However, the principal is the custodian of records for their respective campus. (FL-local policy)**
2. STORING OF STUDENT PERMANENT RECORDS. All student permanent records must be stored in a safe and secure environment with lockable filing cabinets. Access to the perm records is restricted to authorized school personnel only at the principal's discretion.
3. MAINTENANCE OF STUDENT PERMANENT RECORDS. Permanent records will not be removed from the designated site to other areas of the campus. For example, do not take the perm record to a classroom. Use the **"PERMANENT RECORD CHECK LIST"** form (see attached form) to maintain the perm records during the school year and before being sent to other campuses. The asst. principal or counselor (if no asst. principal at campus) is to review the permanent record using the **"PERMANENT RECORD CHECK LIST"** form before the record is sent to another campus during the year. **Keep the latest copy of the "PERMANENT RECORD CHECK LIST" inside the permanent record when reviewed and before being sent to other campuses. Keep all "PERMANENT RECORD CHECK LIST" forms in alphabetical order in a binder for your records.** If an authorized user needs to work with the perm record, they will ask the registrar clerk to pull out the record. The user will not leave the office with the perm record. After the user is done with the perm record, the registrar clerk will then file the record back in the filing cabinet. When an administrator, counselor or teacher needs to review the student permanent record, use the standard **"STUDENT PERMANENT RECORD REVIEW LOG"** form. (See Forms Section on this booklet)
4. RETRIEVAL OF PERMANENT RECORDS FROM MIDDLE SCHOOL CAMPUSES UPON RETURN FROM SUMMER VACATION. **The asst. principal or counselor (if no asst. principal) along with the registrar clerk at the early college high school will be responsible for collecting the 9th grade student permanent records from the middle schools upon return from the summer vacation in July or early August. The middle school principal will**

make contact with the early college high school principal to set up an appointment for the pickup of the records. All grade labels must be affixed on the permanent record. All test labels must be affixed on the "Cumulative Test Data Record" card inside the perm record. Upon review of the records by the asst. principal or counselor, if any discrepancies are found, the record will remain at the sending campus to clear up any issues. This will be noted by the student's name on the "TRANSFER OF PERMANENT RECORD FROM CAMPUS TO CAMPUS" form that the record is pending at the sending campus. Discrepancies found on the permanent records must be corrected within 3 days. When the permanent record is ready to be picked up, the registrar clerk will notify the asst. principal or counselor (if no asst. principal) of the early college high school to come and pick up the record. The notation made on the checklist will now show that the record was picked up.

- Upon return in August, any student permanent records that need to be transferred must be picked up by the receiving campus asst. principal or counselor (if no asst. principal) along with the registrar clerk. All areas of the "TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS" form must be completed. The sending campus principal will set up an appointment for the receiving campus personnel to come and pick up the records.

5. VERIFICATION OF PERMANENT RECORDS BASED ON STUDENTS ENROLLED DURING THE 1ST TWO WEEKS OF SCHOOL YEAR. It is an expectation that the registrar clerk makes sure that all student permanent records are accounted for based on the student population at the campus. For example: If you are showing 800 students enrolled during the 1st two weeks of school, then you are to make sure that there are 800 permanent records on file. If not, then it will be the responsibility of the principal to begin the search process to locate the missing perm records by the end of September. On students enrolling after the first 2 weeks of school, the permanent record must be located at the campus, at another campus or at Pupil Attendance & Records Retention within 2 weeks.
6. TRANSFER OF STUDENT PERMANENT RECORDS FROM CAMPUS TO CAMPUS DURING SCHOOL YEAR. The registrar clerk from the early college high school will request the permanent record of a student who has now enrolled at their campus. (See the "REQUEST OF STUDENT PERMANENT RECORDS FROM CAMPUS TO CAMPUS" form). If the campus has the requested record, then the sending campus will use the standardized "TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS" form (see attached form). **Keep a binder of the "TRANSFER OF STUDENT PERMANENT RECORDS FROM CAMPUS TO CAMPUS" form for your records.** The registrar clerk is responsible to go and pick up the record. **The sending campus MUST have the permanent record ready for pickup within 2 days of receiving the request. Make sure to include the student's health record (contact your campus nurse) inside the permanent record before it leaves your campus. It is very important that the registrar**

clerk from the receiving campus immediately give the nurse the student's health record. As a courtesy, the registrar clerk at the sending campus will make contact with the registrar clerk of the requesting campus to arrange a pick up time for the permanent record. **All areas pertinent on the "TRANSFER OF PERMANENT RECORDS FROM CAMPUS TO CAMPUS" form must be filled out, signed and dated accordingly by the sending campus assistant principal or counselor(if no asst. prin.), and the receiving registrar clerk from the early college high school. The assistant principal or counselor (if no asst. principal) is to review the record(s) before the perm record(s) leaves the campus. NOTE: MILEAGE REIMBURSEMENT MUST BE SET UP FOR THE REGISTRAR CLERK THROUGH THE BUDGET.**

7. PERMANENT RECORDS NOT FOUND AT ANOTHER CAMPUS OR AT THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION. When a campus can not locate a permanent record at either another district campus or the Office of Pupil Attendance & Records Retention, then another permanent record must be created. **KEEP IN MIND THAT THIS SHOULD BE AN EXCEPTION. A PERMANENT RECORD SHOULD NEVER BE "LOST".** In the event that a new permanent record is created, the following items must be requested again from the parent/guardian or program administrator:
 - a. Parent/Guardian ID (Such as a valid driver's license, Texas ID, or their birth certificate)
 - b. Child's birth certificate
 - c. Child's social security card
 - d. Proof of residence (Only the latest light, water, gas, cable tv, waste management service bill, or DirecTV service bill under the parent's name. If the bills are not under the parent's name, then a notarized letter stating the physical and mailing address will be accepted.
 - e. LPAC information: A home language survey must be signed and dated by the parent.
 - f. The cumulative test data record will have to be re-created. Contact the Executive Director for Curriculum and Evaluation.
 - g. All other information pertinent to the permanent record.
8. UPDATING STUDENT ADDRESSES AND PHONE NUMBERS IN SKYWARD AT THE BEGINNING OF THE YEAR AND BEGINNING OF 2ND SEMESTER. The attendance clerk will update student addresses and phone numbers from the enrollment card during the 1st three weeks of the school year and again at the beginning of the second semester. Having updated addresses and phone numbers will greatly assist the home visit process, the mailing of letters to the parents, the serving of truancy summonses and contact with the parent or guardian. **Note: Addresses and phone numbers on the permanent record should also be updated as needed by the registrar clerk.**
9. SENDING INACTIVE STUDENT PERMANENT RECORDS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION. Students who have been withdrawn for 2 years or more are eligible for retention at the Office of

Pupil Attendance & Records Retention. All permanent records that are being sent to Pupil Attendance & Records Retention must be boxed appropriately in alphabetical order. The sender is responsible for creating a list in alphabetical order showing the student name, ID#, DOB, and a column showing that the health record is included. (See **“SUBMISSION OF INACTIVE STUDENT PERMANENT RECORDS FROM CAMPUS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION” form**). The attendance clerk must notify the nurse about the inactive student perm records so that the inactive health record can also be filed inside the perm record before sending to Pupil Attendance & Records Retention. **A schedule showing date and time for the records drop off will be provided by Pupil Attendance & Records Retention in the month of October for delivery in November.**

10. **SENDING GRADUATE STUDENT PERMANENT RECORDS TO THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION.** All graduate student permanent records must include the transcript folder. All signatures, rankings, GPA, number in class, graduation seals, etc., must be indicated. The student’s health record must also be interfiled in the permanent folder. A list in alphabetical order showing the student name, ID#, date of birth and a column showing that the health record is included must accompany the records. **All TAKS/STAAR labels must be affixed on the transcript folder showing mastery in all areas. In addition, all other testing labels such as ACT, SAT, etc., must be affixed on the transcript folder.**

NOTE: THE OFFICE OF PUPIL ATTENDANCE & RECORDS RETENTION WILL NOT ACCEPT TRANSCRIPTS THAT DO NOT SHOW MASTERY ON THE TAKS/STAAR LABELS ON ANY FIELD. THESE GRADUATE TRANSCRIPTS NEED TO BE SCANNED ACCURATELY IN A TIMELY MANNER. IF LABELS ARE MISSING, THE TESTING COORDINATOR OF THE RESPECTIVE CAMPUS MUST WORK TOGETHER WITH THE EXECUTIVE DIRECTOR FOR CURRICULUM AND EVALUATION TO OBTAIN THE CORRECT LABELS TO AFFIX ON THE TRANSCRIPT FOLDER.

Note: The principal will sign an acknowledgement form indicating that all graduate records have been reviewed, are complete, correct and ready to be scanned. This form will be provided by the Office of Pupil Attendance & Records Retention when you are ready to send all graduate records.

11. **STUDENT PERMANENT RECORD GUIDELINES AUDIT.** An audit will be conducted by the personnel from Pupil Attendance & Records Retention during the month of November and/or early December of every school year. All of the aforementioned guidelines will be audited. Please ensure that your campus is in compliance.

STUDENT PERMANENT RECORD

CONTENTS:

1. **Copy of birth certificate** (Stapled to the Student Demographic Card)
2. **Copy of Social Security Card** – if available, not required (Stapled to the Student Demographic Card)
3. **Copy of parent/guardian ID** – for example: driver's license, Texas ID, resident alien card, parent birth certificate (Stapled to the Student Demographic Card)
4. **Latest proof of residence** – utility bill stating physical address or notarized letter stating physical and mailing address
5. **Copy of Economically Disadvantaged PEIMS Survey Form**- provided by the Office of Pupil Attendance & Records Retention when new students enroll in the district beginning with the 2008-2009 school year
6. **Copy of the TEA "Texas Public School Student Ethnicity and Race Data Questionnaire" form** - file loose inside the permanent record
7. **Conditional Enrollment Form Issued by the Office of Pupil Attendance & Records Retention or Campus** – **When applicable**, any conditional form issued out in order for a child to enroll in school must be followed through by the campus to make sure that it has been fulfilled. For example: birth certificate conditional, immunization conditional, and proof of residence conditional. **A copy of the acquired information that was obtained after the conditional has been fulfilled must be faxed to Pupil Attendance & Records Retention at 323-2951 and also be placed inside the permanent record at the campus.**
8. **Health Record** - **ONLY** when inactive or graduate perm record is being sent over to the Office of Pupil Attendance & Records Retention for retention or **ONLY** when the student is transferring to another district campus **during the school year**
9. **Updated student picture if available** – attach the most current picture on the perm record
10. **Guardianship Notarized Letter**- filed in permanent record when applicable
11. **Divorce Decree/Restraining Order** – filed in permanent record if parent presents you with these documents or are sent to you by the Office of Pupil Attendance & Records Retention

12. **High School Transcript Folder-** Transcript Folder must be filed in the permanent record when sending graduate student permanent records or inactive student permanent records to Pupil Attendance & Records Retention; all seniors must have a high school transcript and 4-year graduation plan inside folder.
13. ***LPAC folder (Green) – All pertinent parties must sign the End of Year Review Form before forwarding the perm records to the other campuses or next grade level. (DO NOT REMOVE THE LPAC FOLDER FROM THE PERM RECORD TO FILE IN ANOTHER FILING CABINET)- See “Permanent Record Check List” for more information.**
14. ***GT folder (Purple) - The GT folder must remain inside the permanent record. If a teacher or administrator needs to work with the folder, it may be pulled out from the permanent record but must be filed back immediately after use.**
15. ***At Risk folder (Yellow) – All identified students must have one of these folders in the permanent record. File the “Student Profile Form” in the folder.**
16. **State Assessment Folder (Blue) - to include: Cumulative Test Data Record Card with all test labels affixed, State Test results, TAKS profiles, TELPAS, Student Success Initiative-GPC-Grade Placement Committee Minutes and Accelerated Instruction Plan (AIP) when applicable for grades 5th and 8th. ACT-ASPIRE Test for 8th grade and the PLAN Test for 10th grade.**
17. **Transfer grades/transcripts from other districts and/or other countries- file in permanent record**

***Note: Folder must remain in the permanent record even after the child no longer qualifies for service.**

-Teachers (Elementary) and campus personnel responsible for the maintenance of the permanent records are not to use white out/liquid paper on any areas of the record.

-Labels for the required folders that go inside the permanent record are to be ordered from the Computer Services Department. This applies to new students coming into the school district, re-entries (students who left the district years ago and come back to the district) or current students whose folder label may be missing.