

304.00.01 PROCEDURE FOR CUMULATIVE RECORDS PROCESS

A. Items to be retained in a student's cumulative records file

1. School clerks must be aware of the types of files that are to be kept in a student's cumulative file, also referred to as "cum file". Questions about these requirements should be directed to the SPPS Student Placement Center and Student Records.
2. The following items are included in the student's cumulative file (this list may not be all-inclusive):
 - Demographics (gender, race/ethnicity, birth date, home language)
 - Enrollment
 - Attendance
 - Grades
 - Achievement and standardized test scores
 - Health records (including immunizations, nurse notes, health room log, etc.)
 - Special education records
 - Home language reports
 - Pre-school screening
 - Family information (i.e. court documents such as custody orders)
 - Accident reports
 - Record of access
 - Log in/out record for review/transfer of student records
 - Emergency care information
 - Extra-curricular team results and participation
3. Many of the items above are now kept electronically. If so, printed copies do not need to be included in the cumulative file.
4. Cumulative files are to be kept at the last attended school for five years, then sent to Student Records.

B. Inactive cumulative records process

School clerks must follow the process below regarding inactive cumulative records.

1. Inactive cumulative records should remain at the location of last enrollment if that last enrollment was five or less years ago.
2. The inactive cumulative records that are kept at the last enrolled site should be inventoried with the following information kept on an Excel spreadsheet:
 - Student number
 - Student name
 - I.E.P. (Yes or No)
 - Last year of enrollment
 - Sent date
 - Sent to

3. The inactive cumulative records inventory should be maintained as follows:
 - When a student from the school leaves SPPS, the school's clerk (or other designated staff person) should add the information as listed above to the inventory file and store the student's file with other inactive records.
 - Twice each year, the school clerk (or other designated school staff) should look up each of students in the inventory to see if they have re-entered SPPS. If so, their records should be sent to the school where they are currently enrolled, and the "sent date" and "sent to" fields of the inventory should be updated.
 - At the end of the school year, the inventory should be reviewed. The files for any students who have been inactive for five or more years should be sent to the Student Placement Center for storage archival.
4. Inactive cumulative records for the students whose last enrollment was more than five years ago should be sent to the Student Placement Center and Student Records.
 - The Student Placement Center will store the cumulative records for students that are 21 or younger (and their last enrollment was more than five years ago) and regularly check to see if those students re-enter SPPS. For those students that return, their records will be sent to the enrolled school.
 - For those whose last enrollment was more than five years ago and the student is over the age of 21, Student Records will manage those records according to the [State of Minnesota's School Record Retention Guidelines](#) and scan them into the SPPS Repository so that they may be retrieved if a request for records is received.

CROSS REFERENCE:

LEGAL REFERENCES: