



Superintendent's Circular

School Year 2011-2012

NUMBER:
SUP-10

DATE:
August 2, 2011

STUDENT RECORDS TRANSFER – PROCESS AND SCHEDULE

The purpose of this circular is to outline the process and timelines for the secure transfer of student records. The process is divided into two parts: (1) the transfer of records in all schools, and (2) the schedule of transferring of records to new schools.

It is essential that students' records within each sending school be properly prepared for later transmission to receiving schools. This will both expedite the process and prevent the loss of valuable information and student files. Remember that Student Records are protected by Student Record Regulations and federal privacy laws. **Confidentiality must be maintained.**

Student records shall include:

- #290 Cumulative Record or Permanent/Temporary Record Card Form #F00140C or F00140B
- 766 Evaluation records and Individual Education Plans (IEPs)
- Other pertinent information

STUDENT RECORDS - ALL SCHOOLS - Headmasters / Principals should follow the steps outlined herein when preparing student records for transfer:

1. The sending and receiving list for SY2011-2012 is accessible on LIZA (under generic reports). Building administrators should access and print out the list for reference by staff while preparing student records for transfer.
2. No records are to be transmitted to any other Boston Public School after Friday, June 10, 2011.
3. All student records are to be completed, checked, and turned in by every teacher to the Headmaster / Principal. **NO RECORDS ARE TO BE LEFT IN ANY CLASSROOM.**
4. There must be a health card for every student who will attend a new school in school year 2011-2012. The cards for students who are returning to the same school in school year 2011-2012 shall be retained by the school nurse in the Health Room. Health cards that are to be transferred must be separated from other records and placed in an envelope. This envelope should be sealed, marked "Confidential," and addressed to the attention of the School Nurse in the receiving school.

The revised Student Record Regulations (603 CMR 23.00) reclassify the student health record as a Medical Record and make it subject to strict confidentiality. Consequently, it does not have the same accessibility as the transcript or temporary record. Only the school nurse can process the health record. The Department of Health Education shall provide separate instructions to school nurses concerning the transfer of Student Health Records.

5. Student Discipline Records, which are maintained separately, should be inserted in the student folder for every student who will attend a new school in school year 2011-2012.
6. Reading record folders and cumulative writing folders are to be enclosed with the cumulative record.

7. Upon receipt, stickers containing information regarding testing, final marks, etc. should be placed on the cumulative record.
8. Upon receipt of sending and receiving school lists or online review of lists (c.f. LIZA), Headmasters / Principals should divide records into the following four categories:
 - a. Students remaining in the same school in September: These records will be retained at the school.
 - b. Students moving to another school within the same cluster in September (e.g. Elementary, Middle or High School): These should be bundled by receiving school.
 - c. Students moving to a school in another cluster in September (e.g. from Elementary to Middle or from Middle to High School): These should be bundled by receiving cluster.
 - d. Students leaving the Boston Public Schools: The discharge Form (#625) must be filed with Enrollment Planning & Support when copies of these records are forwarded to another school system.

Headmasters / Principals are responsible for monitoring this process and for ensuring that the cartons in which these records are packed are clearly marked as to receiving school and cluster as noted above. Student Records should be placed in manila envelopes and must be bundled securely according to receiving school within each carton. Each school packet or carton should include a list of the students whose records are enclosed.

These tasks must be completed before Headmasters / Principals are cleared for summer vacation.
STUDENT RECORDS MUST BE MARKED AND STORED IN A SECURE LOCATION IN EACH SCHOOL OFFICE FOR TRANSMITTAL IN AUGUST.

SCHEDULE FOR FORWARDING OF STUDENT RECORDS - Headmasters / Principals should make a note on their calendars at the time of receipt of this circular of the specific date and time of day their schools are scheduled to transfer records to other schools as noted below.

Students moving to another school in the same Cluster:

- a. Headmasters / Principals will prepare an alphabetical list by receiving school of the students whose records are being forwarded. It is strongly recommended that a copy of this list be retained by the sending school for reference in the event records are misplaced or lost. Receiving Headmasters / Principals should sign one copy of the list acknowledging receipt of records and return the signed acknowledgement to the sending school administrator by the last work day of August.
- b. On or before Friday, August 12, 2011, Academic Superintendents or their Designee will determine a time and date for moving records within the cluster. This information must be transmitted verbally and in writing to each Headmaster / Principal in the cluster by the Academic Superintendent. It is recommended that transmittal of these student records be scheduled for a day on which there is minimal impact by other activities around the district.
- c. Headmasters / Principals will bring the records within the cluster to the Cluster Courier mail site **SECURELY BUNDLED AND MARKED** with the name of the receiving school and cluster on each bundle. This must be completed by Monday, August 15, 2011.
- d. During the week of August 15, 2011, the list of students who attended summer school should be available for review by Headmasters and Principals. That list should be reviewed relative to promotion and retention of students. The sending and receiving lists reported on LIZA will be adjusted to reflect these decisions.
 - The student records of "non-promotes" should be pulled from those packaged in June and returned to the student record file in your office.

- The records of students designated as “promotes” should be sorted by receiving school and cluster. These records should be securely packaged and labeled with other records of students moving to new schools, either in another cluster or in the same cluster.
- This process should be completed by the close of business on **Friday, August 12, 2011.**

Students moving to a school in another Cluster:

- a. Beginning on Tuesday, August 16, 2011 – DROP OFF RECORDS. The process for the transfer of records to schools in other clusters shall take place with the drop-off of records in the ***Gymnasium of Hyde Park Education Complex, 655 Metropolitan Avenue, Hyde Park (please enter building through the back door of the Gymnasium only)***, as follows:
 - **Tuesday, August 16, 2011** – 8:00 a.m. to 11:30 a.m.
Clusters 1, 2 and 3 DROP OFF. Bring records of students being assigned to schools in another cluster to Hyde Park High School Gymnasium and place them in cartons marked by receiving school / cluster. Please adhere to the schedule noted above. Pickup of records for all clusters is noted below.
 - **Tuesday, August 16, 2011** – 12:00 p.m. to 3:30 p.m.
Clusters 5, 7, and 9 DROP OFF. Bring records of students being assigned to schools in another cluster to Hyde Park High School Gymnasium, and place them in cartons marked by receiving school / cluster. Please adhere to the schedule noted above. Pickup of records for all clusters is noted below.
 - **Wednesday, August 17, 2011** – 8:00 a.m. to 11:30 a.m. –
Clusters 6, 8 and 10 DROP OFF. Bring records of students being assigned to schools in another cluster to Hyde Park High School Gymnasium, and place them in cartons marked by receiving school / cluster. Please adhere to the schedule noted above. Pickup of records for all clusters is noted below.
- b. Beginning on the afternoon of Wednesday, August 17, 2011, all day August 18, and with an additional date of August 30 – PICKUP OF RECORDS for all Clusters. The process for picking up records of students who will be new to your school in 2011-2012 shall take place in the ***Gymnasium of Hyde Park Education Complex, 655 Metropolitan Avenue, Hyde Park (please enter building through the back door of the Gymnasium only)***, on the dates and times listed below:
 - Wednesday, August 17, 2011 – 12:00 p.m. – 3:30 p.m.
 - Thursday, August 18, 2011 – 8:00 a.m. – 3:30 p.m.
 - Tuesday, August 30, 2011 - 8:00 a.m. to 3:30 a.m. -

HEADMASTERS AND PRINCIPALS OF SENDING SCHOOLS MUST ENSURE THAT ALL RECORDS ARE PROPERLY PACKAGED, SEALED, LABELED AND FORWARDED PROMPTLY AND EFFICIENTLY WITH A LIST OF NAMES OF STUDENT RECORDS ENCLOSED.

Summary of significant dates and deadlines:

Date	Activity
August 16, 2011	Clusters 1, 2 & 3 Drop-Off Records – <i>Gymnasium of Hyde Park Education Complex, 655 Metropolitan Avenue, Hyde Park (please enter building through the back door of the Gymnasium only)</i> , from 8:00 a.m. – 11:30 p.m.
August 16, 2011	Clusters 5,6 & 7 Drop-off of Records – <i>Gymnasium of Hyde Park Education Complex, 655 Metropolitan Avenue, Hyde Park (please enter building through the back door of the Gymnasium only)</i> , Center from 12:00 p.m. – 3:30 p.m.
August 17, 2011	Clusters 6, 8 & 10 Drop-off of Records – <i>Gymnasium of Hyde Park Education Complex, 655 Metropolitan Avenue, Hyde Park (please enter building through the back door of the Gymnasium only)</i> , from 8:00 a.m. – 11:30 p.m.
August 17, 2011	Pick-up of Student Records – <i>Gymnasium of Hyde Park Education Complex, 655 Metropolitan Avenue, Hyde Park (please enter building through the back door of the Gymnasium only)</i> , from 12:00 p.m. – 3:30 p.m.
August 18, 2011	Pick-up of Student Records – <i>Gymnasium of Hyde Park Education Complex, 655 Metropolitan Avenue, Hyde Park (please enter building through the back door of the Gymnasium only)</i> , Center from 8:00 a.m. – 3:30 p.m.
*August 30, 2011	Drop-off / Pick-up of Student Records – <i>Gymnasium of Hyde Park Education Complex, 655 Metropolitan Avenue, Hyde Park (please enter building through the back door of the Gymnasium only)</i> , from 8:00 a.m. – 3:30 p.m.

***All records must be picked up by August 30, 2011.**

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