

## Frequently Asked Questions FAQ Sheet # 8a

**Question:** What is kept in a CUM file?

**Answer:** Cumulative files will contain the following permanent records and other student records as defined by the records retention documentation.

- Perm Record Card
  - CUM Card
  - Health Card
  - Immunization Record
  - Academic Transcript
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**Question:** Where should records be stored?

**Answer:** Cumulative file will be stored in the Counseling or Main Office for all students. However, buildings may elect to store the Special Education portion of the cumulative file with the main cumulative file or in a separate location. If the building elects to store the Special Education CUM records in another location, file storage must be locked or stored in a room that is secure (not accessible to students and locked at night).

- If SPED CUM is not in the file, the teal colored “File Location” form must be placed in the front of the CUM identifying the location of special education CUM folder. No other special education related documents should be stored in the CUM.
  - If SPED CUM is in file, all special education related documents should be placed in the appropriately colored SPED folder (Elementary- Orange, Middle School- Green and High School- Manila).
  - Buildings should NOT maintain a duplicate set of special education records. Teachers may elect to keep a “Working File” with current Due Process Information. File storage must be locked/secure.
  - The special education case manager is responsible for following building procedures to assure that appropriate records are placed into the Special Education cumulative file. Files should not contain multiple copies of documents.
  - At the end of the school year, the case manager must ensure that all documents stored in the working file are appropriately filed or destroyed. Documents that are not destroyed become permanent student records if kept for longer than the school year.
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**Question:** What should be done when a student is dismissed from all special education services?

**Answer:** When a student is dismissed from all special education services, record the date of dismissal on the SPED CUM folder (On older folders that do not have a space for the dismissal date, record the dismissal date near the Initial Placement Date.) Write “Dismissed” across the top of the folder with marker.

Maintain the special education portion of the cumulative file at the building for three years *or* until the student has moved to the next school level. At that time, send the Special Education portion of the CUM folder to the ESC Special Education Department when receiving notice that records may be sent. Record the date that the files were sent on the teal colored “File Location” form. Maintain this form in the student's CUM.

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**Question:** What should be done with Intervention Records?

**Answer:** Buildings must maintain documentation of interventions.

- If a student is referred for a special education evaluation following interventions, the documented interventions are included in the special education referral packet and are maintained as special education records.
- If a student is not referred for a special education evaluation, documentation of interventions must be maintained in the CUM folder. They may be destroyed after three school years.

Pink Intervention folders are available from the district warehouse.

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**Question:** What should be done with Third Party Documentation?

**Answer:** Documentation for third party billing is not to be stored with the student's cumulative records. We now keep all documentation electronically. All hard copies that currently exist must be maintained, for auditing purposes in the building until notified by the special education district office. There is no need to make hard copies of the electronic files.

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**Questions:** What is done with files when the student transfers within the district?

**Answer:** There are two procedures, depending upon the circumstances of the transfer.

- When a special education student transfers to a traditional in-district high school, middle school, elementary school or River Trails Learning Center, the whole CUM file and the entire special education file goes with the student.
  - When a special education student finishes his or her last year at the home school and enrolls in Transitions Plus or Bridges, a copy of the CUM permanent records is sent to that special education program along with copies of the last Evaluation Summary Report and IEP. Record the date that the copies were sent on the teal colored "File Location" form and document that additional records are located at the site of transition program. Maintain this form in the student's CUM. Upon completion of the special education program, all special education documentation created at the transition program is sent back to the home school to be added to the special education CUM file.
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**Questions:** What is done with records when a special education student transfers out of the district?

**Answer:** When a special education student transfers out of district, copies of the regular CUM file are sent to the next district as well as copies of the most recent special education documents. Maintain the CUM file and the special education CUM file at the school for the remainder of the school year and the next full school year. At the end of that year, send the permanent records to the Records Department at the ESC and the Special Education CUM file to the Special Education Department at the ESC when notified that records may be sent.

Under no circumstances can the school district send the original or only copy of any document to another school district or destroy an educational record.

- ❖ Minnesota Government Data Practices Act treats all public school districts as one agency. As a result, there is no need for the parent to sign a release of private data when the student is transferring to a public school.
- ❖ Students transferring to a private school require a parent signature on Consent to Release Private Data.
- ❖ Students transferring to a public or private school out of state require a parent signature on Consent to Release Private Data.

When a student leaves the district records **must be copied** and sent out to another school district

A copy of the most recent IEP

A copy of the most recent Notice of District's Proposed Action or Denial

A copy of the most recent Evaluation Team Summary Report

A copy of the progress reviews from current year

**Questions:** What is done if the student reenrolls?

**Answer:** If the student reenrolls, contact the Records Department (6-1028) for a copy of the prior regular education records. Contact the Special Education Department (6-1431) for a copy of the special education records.

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**Question:** What happens with records when the district places a student in a Special Education Program Out-of-District?

**Answer:** When the district places a special education student in a program out-of-district, both the regular and special education CUM files remain at the school where the student would typically attend.

Upon completion of the special education program, or when the student returns to the district, all special education documentation is sent back to that school to be added to the special education CUM file.

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**Question:** What do we do with the records when a student graduates or completes a transition program?

**Answer:** One year after a student graduates, the regular education CUM file will be purged of all but required permanent documents. These documents are maintained in the CUM for five years at the high school then sent to the Records Department at the ESC.

The special education CUM file is maintained at the high school for one school year after graduation or completion of a transition program. At the end of that year, send the Special Education CUM file to the Special Education Department at the ESC when notified that records may be sent. Notify the home school with the date that the files were sent so they can record on the teal colored "File Location" form in the student's CUM.

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**Question:** What do we do when a student drops or leaves the district without a request for records.

**Answer:** Maintain the special education CUM file at the school for the remainder of the school year and the next full school year. At the end of that year, send the permanent records to the Records Department at the ESC and the Special Education CUM file to the Special Education Department at the ESC.

If the student reenrolls, contact the Records Department at the ESC (6-1028) for a copy of the prior regular education records. Contact the Special Education Department at the ESC (6-1431) for a copy of the special education records.

*If the student was attending a transition program at the time that they left the district, the file should remain at that school for the remainder of the school year. At the end of the year, all special education documentation created at the transition program is sent back to the home school to be added to the special education CUM file.*

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**Question:** How should files be sent to ESC for archiving?

**Answer:** Arrangements to have files picked up are made with the district warehouse. Files should be stored in a sturdy box such as a copy paper box.

- Each file should be labeled with
  - Student name (Last, first, middle)
  - Date of Birth
  - Date of Graduation, Date Dropped or Date student left district
- Use a colored paper to label the box with
  - School Name
  - Name of Contact Person
  - Date Files Sent
  - Box \_\_\_\_ of \_\_\_\_