



## MIAMI-DADE COUNTY PUBLIC SCHOOLS

Division of Student Services

### Student Records

Board Policy 8330

## MAINTENANCE, RETENTION, AND TRANSFER OF CUMULATIVE RECORD FOLDERS

Technical Assistance Paper

Information is made available to provide directions for maintaining, retaining, and transferring student cumulative records. Specific authorization for this process is contained within the Board Policy 8330, Student Records and as prescribed by Administrative Rule F.A.C. SA-1.0955. Attached are charts which list student records that are to be filed in the cumulative record folder, records that are not to be filed in the cumulative record folder, and directions for their storage and disposition. The purpose of these charts is to provide assistance in the periodic review of records traditionally conducted prior to the annual transmittal of cumulative record folders for those students articulating within the Miami-Dade County Public Schools.

Also attached to this technical assistance paper is an additional set of guidelines outlining procedures for the retention and transfer of cumulative record folders.

Factors for determining whether each document should be maintained as an insert in the folder are:

1. Is the information currently maintained in DSIS?
2. Is the duration of administrative value of the document lost?
3. Is there a statute, rule, or regulation for maintaining the information?

Forms related to the identification, assessment, placement, and program implementation of English Language Learning (ELL) students must be maintained in the ESOL Program Record Folder within the cumulative record folder as part of the audit trail. When a student transfers to another school, the Individual LEP Student Plan must be forwarded with the cumulative record folder. Specific questions regarding records which pertain to ELL students should be referred to Ms. Melba Brito, Administrative Director, Division of Bilingual Education and World Languages, at 305-995-2428 or via email at [mbrito@dadeschools.net](mailto:mbrito@dadeschools.net). Specific questions regarding records which pertain to ESE/ELL students should be referred to Ms. Robin Morrison, Executive Director, Office of Exceptional Student Education, at 305-995-2027 or via email at [rmorrison@dadeschools.net](mailto:rmorrison@dadeschools.net).

Please note that all forms related to the assessment, identification, and placement for Exceptional Student Education (ESE), including gifted, must be maintained in the cumulative record folder although individual forms are not listed on the attached charts. Specific questions regarding records which pertain to assessment, identification, and placement related to ESE programs should be referred to Ms. Ava Goldman, Administrative Director, Office of Exceptional Student Education, at 305-995-2037 or via email at [agoldman@dadeschools.net](mailto:agoldman@dadeschools.net), or Dr. Kelli Hunter-Sheppard, District Director, Office of Special Education, at 305-995-2027 or via email at [khunter@dadeschools.net](mailto:khunter@dadeschools.net). Specific questions regarding records which pertain to gifted students should be referred to Dr. Lisette T. Rodriguez, Executive Director, Department of Advanced Academic Programs, at 305-995-1934 or via email at [lrodriguez@dadeschools.net](mailto:lrodriguez@dadeschools.net).

Progress Monitoring Plans/Individual Student Success Plans (PMP/ISSP), and all related documentation must be maintained in the cumulative record folder. This includes documentation on Student Case Management forms of services provided by student services personnel.

For technical support, call Division of Student Services at 305-995-7338.