



The Kenton County School District ACTIVE Cumulative File and Record Retention

The student academic cumulative folder is to be maintained as a depository of records by the school of current/most recent enrollment. Upon request for transfer, records are to be mailed/faxed to the requesting school or transferred through IC. The Student Cumulative Folder for current students and graduates must include, at a minimum, records noted in the following table.

Any optional records filed in the cumulative folder, beyond those noted in the table below, should be purged, documented and shredded by the current school prior to forwarding the folder to the next Kenton County School.

Records Maintained in the Cumulative Folder	Must FILE?	Note:
Original enrollment form	Yes	First year of enrollment in KCSD only – updates are in IC
Proof of residency	Yes	
Birth certificate	Yes	
W/D and records request from receiving school of enrollment	Yes	Yes, keep W/D requests from receiving school.
Report cards/Transcripts	Yes	Keep all 5 th and 8 th in Cum. Folder. Keep all non-KY and private school reports cards.
Transfer of credits from non-public and/or non-KY school district	Yes	KY public school transfers are in IC
Divorce papers/custody/court orders or legal document	Yes	Must keep the most recent
Aptitude and achievement test scores	Yes	File any which are non-KY or private school assessments, or those that are not in IC
Grade retention conference letter	Yes	
Student dropout questionnaire	Yes	

- After three years from the time of student graduation or withdrawal from KCSD, all items within a cumulative folder should be purged and destroyed with the exception of the transcript (or last report card if W/D prior to use of I.C), with student's name, date, address, phone number, GPA, classes taken, grades and years completed.
- If a student withdraws before graduating, the WD request from the non-KY public school must be retained permanently as well.