

## MEMORANDUM #6

**To:** All Principals

**From:** Brendan Perry, Policy and Procedure Specialist  
Policy and Procedures

**cc:** Pedro Martinez, Chief Executive Officer  
Bogdana Chkoumbova, Chief Education Officer  
Felicia Sanders, Chief Schools Officer  
Mary Beck, Interim Chief Officer, Teaching and Learning  
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Susan Izban, Records Manager  
Zabrina Evans, Innovation & Incubation  
Jorge Macias, Office of Language and Cultural Education  
Heidi Truax, Executive Director, Office of School Counseling and  
Postsecondary Advising  
Edward Wagner, Acting Chief Information Officer, ITS  
Patrick Gallagher, Student Information Systems  
Sharmin Ballard, Warehouse Manager  
Network Chiefs, Deputies, and Teams

**Date:** September 12, 2022

**Re:** **Records Related Requirements for All CPS PE/PK-12 Schools**

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This MEMO provides reminders and updates to [Policy and Procedures MEMO #22 dated June 6, 2022](#) regarding records-related requirements for all PE/PK-12 non-charter Chicago Public Schools. Tasks specific to Year-End Processing (YEP) that were included in [MEMO #22](#) that should have been completed at the end of the school year are not addressed in this MEMO. Topics that are included in this comprehensive MEMO are as follows:

1. [Transfer of Student Records to Other CPS Schools, Including 8th Grade and Age Cycle 15 Records from Elementary to High Schools](#)
2. [Notice of Student Record Retention and Disposal](#)
3. [Maintaining Student Proof of Age/Identity \(Certified Copy of the Student Birth Certificate\) as a Student Permanent Record](#)
4. [Guidelines for Managing and Complying with Court Orders](#)
5. [Requirements for Printing and Maintaining Student Records when Students Transfer/Withdraw](#)

## MEMO #6 • Records Related Requirements for All CPS PE/PK-12 Schools

### TRANSFER OF STUDENT RECORDS TO OTHER CPS SCHOOLS, INCLUDING EIGHTH GRADE AND AGE CYCLE 15 RECORDS FROM ELEMENTARY TO HIGH SCHOOLS

#### Requirements

- The designated start date for transferring all CPS student records to other CPS (non-charter) schools for the 2022-2023 school year is **Monday, September 26, 2022**. Schools should aim to complete sending out all records to CPS schools based on the end of the first quarter on **Friday, October 21, 2022**.
- To ensure compliance with Board policy and that each school has a complete record of each enrolled student, all CPS schools should forward the student health, cumulative (and related records), speech, EL, and special ed records to the student's next CPS school once the student transfer has been confirmed. No records should transfer based on assumed enrollment.
- When transfers occur at the beginning of the school year, all CPS schools should typically wait until after the 20<sup>th</sup> attendance day of the fall semester to transfer student records to the student's new school. This includes elementary schools transferring 8<sup>th</sup> grade and Age Cycle 15 records to the high schools. **The designated start date for transferring all CPS student records to other CPS (non-charter) schools for the 2022-2023 school year is September 26, 2022.**
- Elementary Schools should refer to the **ES 8<sup>th</sup> Grade Records Transfer Report - Post YEP** to determine student enrollment for the fall for 8<sup>th</sup> graders going to high school. This report was made available and accessible to principals starting at the beginning of July. Please refer to the [Instructions for Accessing ES 8<sup>th</sup> Grade Records Transfer Reports on the Dashboard](#) for more information.
- Green and white envelopes to be used only for CPS elementary schools to send 8<sup>th</sup> grade and Age Cycle 15 records to high schools will be delivered to CPS elementary schools starting the week of **September 12, 2022**.

**Note:** Green and white envelopes have been created specifically for the purpose of transferring 8th grade and Age Cycle 15 records to high schools. Please do not use the green and white envelopes for other record transfers. Gold 12 x 15 ½ sized envelopes are recommended for other student record transfers.

- CPS Distribution (Mail Run) will collect green and white envelopes from CPS elementary schools and deliver them to the high schools starting September 26, 2022.
- High schools should not request records prior to September 26, 2022, as electronic versions of most records will be accessible to the school where the student plans to enroll. Please return records to the elementary school if records were sent before September 26, 2022.
- Schools should return student records to the school that sent them if the student is not in attendance.
- Schools are required to include a return address including the sending school's name and GSR # (Mail Run Number) on all envelopes being collected and delivered.
- Please complete the [Warehousing & Distribution Request for Service Form for Student Records \(Boxes Only\)](#) only when sending boxes of records to one school location. This is an update to the 2019 process. **You do not need to complete this form in order to send envelopes through the Mail Run.**
- Please see the [Instructions and Reminders for Sending Student Records through the CPS Mail Run Using the Warehousing & Distribution Request for Service Form for Student Records \(Boxes Only\)](#) for additional details and updates for sending student records through the CPS Mail Run.
- Schools should plan to complete all beginning-of-the-year record transfers based on the end of the first quarter on **October 21, 2022**. **At the very latest, schools should have all green and white envelopes containing 8th grade and Age Cycle 15 student records transferred before winter break begins on Friday, December 23, 2022**. As a reminder, the green and white envelopes should only be used to transfer 8th grade and Age Cycle 15 student records to high schools during the fall semester.

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- Records for students who transfer throughout the school year will be delivered as long as the school has correctly prepared envelopes with complete “send to” and “from” information (i.e. return address) with school names and GSR (Mail Run Number) on each envelope and/or the [Warehousing & Distribution Request for Service Form for Student Records \(Boxes Only\)](#) for boxes of student records going to one school location.
- Please note that generally, no records will be delivered to CPS schools (non-charter) prior to the 20<sup>th</sup> attendance day or two weeks prior to and during winter, spring, and summer breaks. Some exceptions can be made on a case-by-case basis for individual students who transfer during these times. Please contact [recordsmgmt@cps.edu](mailto:recordsmgmt@cps.edu) if you need to discuss a special circumstance.

### Resources

Resources	Description
<a href="#">Cumulative Folder Contents</a>	Records Management Guidelines and Best Practices Document available on the <a href="#">Records Management Page</a> of the CPS Employee Intranet
<a href="#">Instructions for Accessing ES 8<sup>th</sup> Grade Records Transfer Reports on the Dashboard</a>	Dashboard Job Aid
<a href="#">Instructions and Reminders for Sending Student Records through the CPS Mail Run Using the Warehousing &amp; Distribution Request for Service Form for Student Records (Boxes Only)</a>	Warehousing and Distribution Guidelines Document on the <a href="#">Records Management Page</a> of the CPS Employee Intranet
<a href="#">Warehousing &amp; Distribution Request for Service Form for Student Records (Boxes Only)</a>	Warehousing and Distribution Guidelines Document on the <a href="#">Records Management Page</a> of the CPS Employee Intranet)
EL Folder Guidance	Guidance document on the <a href="#">Office of Language and Cultural Education Page</a> of the CPS Employee Intranet
Bilingual Education Handbook	Handbook on the <a href="#">Office of Language and Cultural Education Page</a> of the CPS Employee Intranet
High School English Learner Scheduling Guidance	Guidance document on the <a href="#">Office of Language and Cultural Education Page</a> of the CPS Employee Intranet
<a href="#">Student Records Management and Retention Policy</a>	Board Report # 21-0224-PO2
<a href="#">Mail Run (GSR) Directory</a>	Please go to <a href="http://schools.cps.edu">http://schools.cps.edu</a> and click on ► Mail Run (GSR) for the school/GSR list
<a href="#">Record Release Log Sample</a>	Records Management Guidelines and Best Practices Document available on the <a href="#">Records Management Page</a> of the CPS Employee Intranet
<a href="#">Requirements and Guidelines for Fulfilling Student Record Requests</a>	Records Management Guidelines and Best Practices Document available on the <a href="#">Records Management Page</a> of the CPS Employee Intranet (reference this document for out-of-district requests)

## NOTICE OF STUDENT RECORD RETENTION AND DISPOSAL

### Requirements

- The law requires CPS to notify students and parents of the Board’s retention policy for student records. All students who are graduating or otherwise permanently withdrawing from your school must receive the **Notice of Student Record Retention and Disposal**, which is available in [English](#), [Spanish](#), and [Polish](#).
- Distribute this notice in a manner you see fit to graduating and withdrawing students at the end of the school

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year, as well as any time throughout the year when students withdraw from your school.

### Resources

Resources	Description
Notice of Student Record Retention and Disposal in <a href="#">English</a> , <a href="#">Spanish</a> , and <a href="#">Polish</a> .	Copies of the notice are available on the <a href="#">Records Management Page of the CPS Employee Intranet</a> .

## MAINTAINING STUDENT PROOF OF AGE/IDENTITY (CERTIFIED COPY OF THE STUDENT BIRTH CERTIFICATE) AS A STUDENT PERMANENT RECORD

### Requirements

- In order to help in the prevention and recovery of missing children, all regular, non-charter, CPS elementary schools (including PE, Pre-K, and kindergarten through eighth grade) and high schools are required to maintain a copy of the original certified copy of the student birth certificate permanently for students enrolling in the district for the first time starting February 2, 2015 to the present.
- ISBE has identified the certified copy of the enrolling student's birth certificate as the only document a school can accept to fulfill this requirement.
- The preferred method for maintaining this document is to scan and upload a copy of the original birth certificate into the student's electronic record in Aspen. Instructions on this process are available in the [Aspen Student Enrollment User Guide](#). Once uploaded into the student's electronic record, please immediately delete the scanned document from the computer's hard drive and any other place where it may have been saved such as email folders, download folder, network drives, removable media, etc.
- If scanning/uploading into Aspen is not an option at a school, schools should maintain a paper copy with the student's transcripts in addition to the copy maintained with the enrollment documents filed in the student's Cumulative Folder. To maintain a paper copy to fulfill the permanent retention requirement
  - Elementary schools should keep copies of the student birth certificates in a separate folder labeled "Proof of Age/Identity – Birth Certificates" and the school year. Maintain this folder with the printed Elementary School Transcripts for that school year.
  - High schools should keep a copy of the birth certificate in each student's Transcript Envelope.

Enrollment documents maintained in the student's Cumulative Folder, including the birth certificate, will not satisfy the permanent record requirement.

- If the original birth certificate is not provided, schools are required to provide written notice to the parent/guardian and to contact local authorities. Schools may use the form **Notification to Parent/Guardian to Provide Original Certified Copy of Student Birth Certificate** which is available in [English](#) and [Spanish](#) to facilitate the notification process.
- Please see the FAQ on this topic for additional details on the maintenance of this record and on the notification requirements.

### Resources

Resources	Description
<a href="#">Aspen Student Enrollment User Guide (Personal Information Tab)</a>	Aspen Document coming soon to the <a href="#">Aspen Resources page</a> .
<a href="#">Birth Certificate Proof of Age Identity Maintenance FAQ</a>	Records Management Guidelines and Best Practices Document available on the <a href="#">Records Management Page</a> of the CPS Employee Intranet
Notification to Parent or Guardian to Provide Original Certified Copy of Student Birth Certificate in <a href="#">English</a> and <a href="#">Spanish</a>	Records Management Guidelines and Best Practices Document available on the <a href="#">Records Management Page</a> of the CPS Employee Intranet

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### **GUIDELINES FOR MANAGING AND COMPLYING WITH COURT ORDERS**

#### **Requirements**

- These guidelines apply to court orders, including Orders of Protection, Restraining Orders, Civil No Contact Orders, Custody Orders, and Court-Ordered Name and Gender Changes. Properly addressing and maintaining court orders will help schools address legal obligations imposed on school employees while protecting and serving students.
- Upon receipt of a court order (not name/gender change), notify appropriate staff of the order and provide assistance to the parent/guardian as needed. In addition, for orders of protection, restraining orders, civil no contact orders, and custody orders, update the student's electronic and paper emergency contact records as required.
- Schools are required to enter the information in Aspen using the **Legal Alert Tab**. Please refer to the [Legal Alerts section in the Aspen - Student Enrollment User Guide](#), also linked below for the steps to access and enter information into the student's record in Aspen. For additional information on this process and examples of what data to enter, please also review the [Guidelines for Managing and Complying with Court Orders](#).
- In addition, schools must also maintain two paper copies of each court order: one copy should be placed in the student's Cumulative Folder and one copy should be placed in a file in the main office, principal's office, attendance office, or other area where information will be kept secure but accessible to school personnel who would have a legitimate need to access the information.
- Court ordered name and/or gender changes require schools to
  - Update records in Aspen with the student's new legal name and/or gender;
  - Use the student's new name and/or gender when completing new paper records and create new folders for the student's paper records;
  - Place existing paper records in the newly created folders; and
  - Place court orders for name and/or gender changes in a sealed envelope in the Cumulative Folder. Label the folder with the student's name, date of birth, and ID along with the statement, "Confidential – To be opened only by principal, assistant principal, counselor, social worker, nurse, or psychologist."
  - For more information, please refer to the ["Student Goes By Name" Preferred Name and Gender section in the Aspen Student Enrollment User Guide](#), also linked below.

#### **Resources**

Resources	Description
<a href="#">Guidelines for Managing and Complying with Court Orders</a>	Records Management Guidelines and Best Practices Document available on the <a href="#">Records Management Page</a> of the CPS Employee Intranet
<a href="#">Aspen - Student Enrollment User Guide (Legal Alerts)</a>	Aspen Document located on the <a href="#">Aspen Resources page</a> .
<a href="#">Aspen - Student Enrollment User Guide ("Student Goes By Name" Preferred Name and Gender)</a>	Aspen Document located on the <a href="#">Aspen Resources page</a> .
Request for Emergency Health Information in <a href="#">English</a> , <a href="#">Spanish</a> , and <a href="#">Polish</a> ,	CPS Form available on the <a href="#">Aspen Resources page</a> .
<a href="#">CPS Guidelines Regarding the Support of Transgender and Gender Nonconforming Students</a>	CPS Guidelines Document available on the <a href="#">LGBTQ+ Supportive Environments Page on the CPS Employee Intranet</a>
<a href="#">Board Policy on Domestic Violence, Dating Violence and Court Orders of Protection, Restraint or No Contact</a>	Board Report # 08-0625-PO2

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### REQUIREMENT FOR PRINTING AND MAINTAINING STUDENT RECORDS WHEN STUDENTS TRANSFER/WITHDRAW

#### Requirements

- To comply with legal record retention and maintenance requirements, and in order to fulfill requests for records once students are no longer enrolled in your school, all CPS elementary and high schools are required to print student records that are maintained electronically. This includes records maintained in Aspen, SSM, and Checkpoint for each student who transfers or withdraws and will no longer be attending a CPS non-charter school, including when a student
  - Transfers to a Chicago non-public school;
  - Transfers outside of Chicago;
  - Transfers to any charter school (including a CPS charter school);
  - Transfers to a residential institution;
  - Is committed to a state or federal correctional institution;
  - Is withdrawing to be homeschooled;
  - Drops out; or
  - Dies.
- Schools do not need to print a student's electronic records if the student is transferring to a CPS (non-charter) school or if the student is graduating from a CPS high school.
- Schools must print and maintain all electronic student records in Aspen, Checkpoint, and SSM that pertain to the individual student who is transferring. This includes, but is not limited to
  - Demographic information, addresses/contacts, personal information, federal information, and other overview screens;
  - Enrollment/membership information/history;
  - Student health-related information, including exams and immunization records;
  - Test results, grades, and progress reports;
  - Discipline/misconduct information;
  - IEPs, 504 Plans, and all documents previously scanned into SSM; and
  - Other records, including DCFS information, legal alerts, English Learner information, program participation, learning plans, teacher's notes, etc. and any documents that were scanned and saved electronically as part of the student's record.

**Note:** As a reminder, when an email message includes information that pertains to an individual student's education, health information, special education program, attendance, grades, behavior, etc., the message qualifies as a student record. Please print the message and all attachments and file them in the appropriate student folder. This requirement applies to all students.

- Place printed records in the appropriate student folder. For example, place the demographic information in the student's Cumulative Folder, the immunization records in the student's Health Folder, etc.
- In addition, any written document that supports a student's withdrawal should be placed in the student's Cumulative Folder.

Please note that all records that are available electronically, from the earliest record to the most recent, must be printed and filed in the appropriate student folder for each student prior to the time you transfer/withdraw the student. Maintain the complete student paper files in a designated secure location with your school's other inactive student records until these records are transferred offsite in accordance with the Law Department's records management procedures. For information on this process, please contact [recordsmgmt@cps.edu](mailto:recordsmgmt@cps.edu).

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If you have any questions about the requirements included in this MEMO, please contact [policy@cps.edu](mailto:policy@cps.edu). For questions regarding Records Management, please contact [recordsmgmt@cps.edu](mailto:recordsmgmt@cps.edu). For questions on accessing, updating, and printing information from Aspen, contact the ITS Service Desk at 773-553-3925.