



THE SCHOOL DISTRICT OF
PHILADELPHIA



Secretaries Professional Development

March 16, 2018

Student Records – Please Note:

Student Records are **Never** to be destroyed or thrown away by a school.

Records should **NOT** be sent via Pony to 440. Records are turned in for storage through a scheduled Records Pick up by Records Management.

School District of Philadelphia Student Records should Never be mailed or put in Pony to any Charter School, Alternative Program, Catholic, Private or any other non- School District of Philadelphia School. **Only a copy of the record would be sent. The original is to be held by the School District of Philadelphia School.**

Please contact Records Management for guidance
215-400-4780 –option 4

Pupil Pockets

Student records are to be kept and filed in an EH-19 Pocket for Pupils Records.

(Excluding special education)

EH-19's can be ordered through Advantage with a Stock Requisition using
Commodity code: 61602445042

A box of 100 pupil pockets are approximately \$35.00 – please contact the Facilities Warehouse for exact pricing

Ordering Student Records Boxes for Storage Preparation

The Office of Records Management uses specific sized and style boxes to facilitate standardization in filing. Using the wrong size or style storage box or submitting student records in anything other than a pupil pocket may result in records being rejected.

Boxes are ordered from SDP Facilities Materials Management Office and are approx.. .97 per box. – please contact the Facilities Warehouse for exact pricing

They can be ordered via Advantage using a Stock Request (SR) using

Commodity Code 450WH011294

How Long to Keep Student Records On-Site

Elementary & Middle Schools

Records for students that withdraw prior to successfully completing the highest grade at the respective school should be kept at the school until the student would reach the age of 21.

Records for students that successfully complete the highest grade at the school are to be sent to the next Philadelphia Public School that the student will be attending.

No original pocket should be sent to Charter, Alternative, Private or Out of District Schools. If a student is not attending a Philadelphia School District School, schools should wait for a formal request for records from the receiving school and provide a copy to the requesting school. Pocket should remain in the last school of record unless other criteria is met for transport of pocket.

Middle Schools that receive a pocket from an elementary school, but the student does not show up, or shows in our system as attending a Charter or Out of District School, should enter and then exit the student in our system.

Once completed, the pocket should be kept on-site at the school until the student reaches the age of 21 or until another Philadelphia Public School requests the pocket if the student re-enters the District. This allows other schools within the School District of Philadelphia to locate the pocket and create a tracking for when the pocket is archived.

High Schools

Records for students that graduate or students who withdraw prior to successfully completing high school are to be held at the school for 1-year before preparing the records for archive.

High Schools that receive a pocket from a middle school, but the student does not show up, or shows in our system as attending a Charter or Out of District School, should enter and then exit the student in our system.

The pocket would then be held on-site at the school for 1-year. This allows other schools within the School District of Philadelphia to locate the pocket and create a tracking for when the pocket is archived.

Alternative Schools, Charter Schools, Non-Public or Out of District Schools

*Original Pupil Pockets are **NOT** to be sent to Alternative Schools, Charter Schools, Non-Public Schools or schools that are outside of the District. Only a copy of the pupil pocket would be sent.*

** If a drop/graduated student transitions on to a school outside of School District of Philadelphia, Elementary and Middle Schools would keep the pocket on-site until the student reaches the age of 21. High Schools would keep the pocket on-site for 1-year.

Please check the system prior to preparing drop pockets for storage to ensure that the student has not re-enrolled at a school within another School District of Philadelphia school.

Blue Cards

With the transition to the new Infinite Campus system. It is no longer possible to produce Blue Cards. However any Historic Blue Cards that you have should now be turned in for archiving.

1. If the Blue Cards are sorted alphabetically. Try to maintain some order when packing.
2. These blue cards should be filed in their own records box. Do not add with pockets or folders. A student records box must be used.
3. Only a Transfer & Destruction form will be completed when preparing blue cards. **Do not index them with a data collection sheet.**
4. The item number will be the same as your record type. 141 for elementary, 142 for Middle Schools or 143 for High Schools.
5. Record Series/Title would be "Blue Cards"
6. The Range Description will be "Blue Cards" along with the date range. i.e. Blue Cards BY 1950-1974 – if possible
7. "From" and "To" dates will be based on the range of date of birth. i.e. students born any where "From" 01/01/1950, "To" 12/31/1994
8. The destruction date will be 99 years from the "to" date
9. Please call the Record Center for additional information 215-400-4780, option 4.

BLUE CARDS DO NOT EVER GET SHREDDED OR DESTROYED. THEY ARE USED AS A LEGAL RECORD OF A STUDENT'S ATTENDANCE. ESPECIALLY WHEN PUPIL POCKETS, OR THE COMPUTER NETWORK ARE NOT AVAILABLE

Records Preparation

Arrange the files in A-Z order

Place files in Student Records boxes as shown below first pocket in left front/ last in right rear

Please be sure to pack the boxes in such a way that they will not bulge or tear.



Open a “DATA COLLECTION” form from the Records Management website.

<http://webgui.phila.k12.pa.us/offices/s/student-placement/records-management/records-center>

Type in the information for each student in the box and then save the Excel worksheet to your documents or desktop. This will be done for each box of records that you are preparing. Hand written forms or printed scanned documents can not be accepted.

After all boxes have been data collected. Complete a “TRANSFER & DESTRUCTION” form. This form can also be found on the records management website.

<http://webgui.phila.k12.pa.us/offices/s/student-placement/records-management/records-center>

Record Series Title – identifies the type of record Pupil Pockets SY(school year- for High Schools or BY for Birth Year).

Item number – 143 denotes high School

Item number – 142 denotes Middle/Jr High

Item number – 141 denotes Elementary School

From Date – Drop/grad year beginning School Year, i.e 07/01/2016 or for Elementary Middle Schools. Year of the students reaching age 21, i.e 01/01/1996

Records Preparation Cont'd

To Date – Drop/grad year School Year end, i.e 06/30/2017 or for Elementary and Middle Schools. The end of the birth year the student turned 21, i.e 12/30/1996.

Date of Destruction – 99 Years from what you listed as the “To” date.

See attached examples

Scheduling a Records Pick Up

Once you have completed the typing of the form. Please send an email to recordsmanagement@philasd.org

and attach each excel worksheet for your data collection and your transfer and destruction form/s.

We will look over the forms. Give feedback for any needed adjustments and schedule your records pick up.

What Happens When Records Comes To Pick Up?

You will need to be available and you must have computer access to the excel worksheets.

Records will cross check the pockets with the information on the worksheets, provide any corrections that will need to be completed at the time of pick up, and provide you with the DOCUSAFE barcode to be added to the form at the time of pick up.

Once these edits have been completed. You will again email the form/s to recordsmanagement@philasd.org and we will at that time remove the boxes from your school/site.

How To Access The Records Management Website

The Office of Records Management can be accessed by going to Philasd.org

Directory, Office Directory,
Records Management

And clicking the green type under Schools/Administrative Offices

How do Businesses and Former Students Obtain Records and/or Verification of Graduation?

Please direct the person making the inquiry to
Philasd.org

They they will follow the link for “Students” (including businesses),
And then click, “Student Records Requests”.

Or by typing in

<https://www.philasd.org/studentrecords/student-records-home/student-records/>

Contacting Student Records

The School District of Philadelphia office of Student Records is located at,

The School District of Philadelphia Education Center
440 North Broad Street, Suite 111
Philadelphia, PA 19130

The most efficient way to contact Student Record is via email at:
records-request@philasd.org

You may also reach out to us by phone at:
215-400-4780, press option 4

The School District of Philadelphia Education Center
440 North Broad Street, Suite 111
Philadelphia, PA 19130

Telephone Number: 215-400-4780
Fax Number: 215-400-4782

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