

Intradistrict Communication

DATE: March 14, 2024

TO: Principals
Assistant Principals
Elementary Administrative Assistants
Secondary Finance Secretaries
Secondary Attendance Secretaries
Secondary Registrars

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director, Student Services
Caleb Olson, Enrollment Consultant, Student Services

SUBJECT: Digital Cumulative Folder Training

In April 2024, the District will begin the process of transitioning from paper-based student cumulative folders to digital cumulative folders housed in Skyward. From July 1, 2024 onward, all new students must be enrolled with a digital cumulative folder and blank copies of paper cumulative folders will no longer be available.

Digital folders provide multiple benefits to schools and staff, including:

- Immediate transfer of folders between schools as students move or advance
- Easier accessibility of records to staff
- Elimination of expense of mailing records between schools

Staff at each school will be responsible for “weeding” unnecessary documents from current student cumulative folders and will scan and upload documents to Skyward. As part of the transition, parents will gain the ability to scan and upload some of the required documents to Skyward during New Student Online Enrollment (NSOE), which will provide additional time savings to staff.

Participation in the training is mandatory for elementary administrative assistants, secondary attendance secretaries, and secondary registrars. Others who assist with gathering documents at registration (including during summer hour coverage) or maintaining cumulative folders should also attend. Staff at each school location must be trained before the school begins using digital cumulative folders. Training will be offered six times during the first week of April. School teams may attend any number of sessions to ensure office coverage.

Each individual attending must register for the training at the following link:

<https://docs.google.com/spreadsheets/d/1KvFBVcPw5RfBzvlRjczDJeh78xrsmq-wE80U5o-aE/>