Sarasota County Schools Digital Document Management

Student Records
Audit Box
Personnel Records

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-WHY GO DIGITAL?

- Reduce records getting lost, destroyed or deteriorate
- → Eliminate records being transferred from school to school
- Extra space at schools with removal of physical storage space
- → Instant access at the convenience of being anywhere at anytime
- Ability to modify, annotate, redact information and set retention rules
- Eliminate extra copies of confidential records laying on a desk
- → Digital footprints provide security for audit trails on all records accessed

→ HOW TO PREPARE FOR DIGITAL

- Time and Planning
- ► Meet with individual departments for input on specific Record Types
- →IT Department automates nightly feed of students into Axiom Pro
- Registrars digitally scan new students and KG for the new school year
- SCS hired substitutes to Mass Scan our student records
- Started with transition years 5th, 8th, 12th grades (no movement of files)
- Circle back to schools to complete other grade levels

WHO HAS ACCESS?

- District Staff (includes Truancy Workers) ALL Student Records (view only)
- Principal, AP, Teacher School Specific ALL Student Records (view only)
- Registrar School Specific ALL Student Records (edit/view)
- ► ESE Liaison School Specific ESE Records (edit/view)
- ➡ ESØL Liaison School Specific ESOL Records (edit/view)
- Health School Specific Health Records (edit/view)
- biscipline/Behavior Specialist School Specific Discipline Records (edit/view)
- Guidance Counselor/HS Liaison School Specific MTSS Records (edit/view)
- Social Worker ALL MTSS Records (edit/view)
- School Psychologist/SLP ALL ESE & MTSS Records (edit/view)

-AXIOM PRO (IMAGE API)

- Digital Library Solution to Digital Document Management
- Axiom Pro provides the capability to scan and upload paper files to digital files
- rganize files for faster file retrieval with defined record types within a category
- Extra level of security using Multi Factor Authorization (MFA)
- Support System is extremely friendly and prompt to solutions!



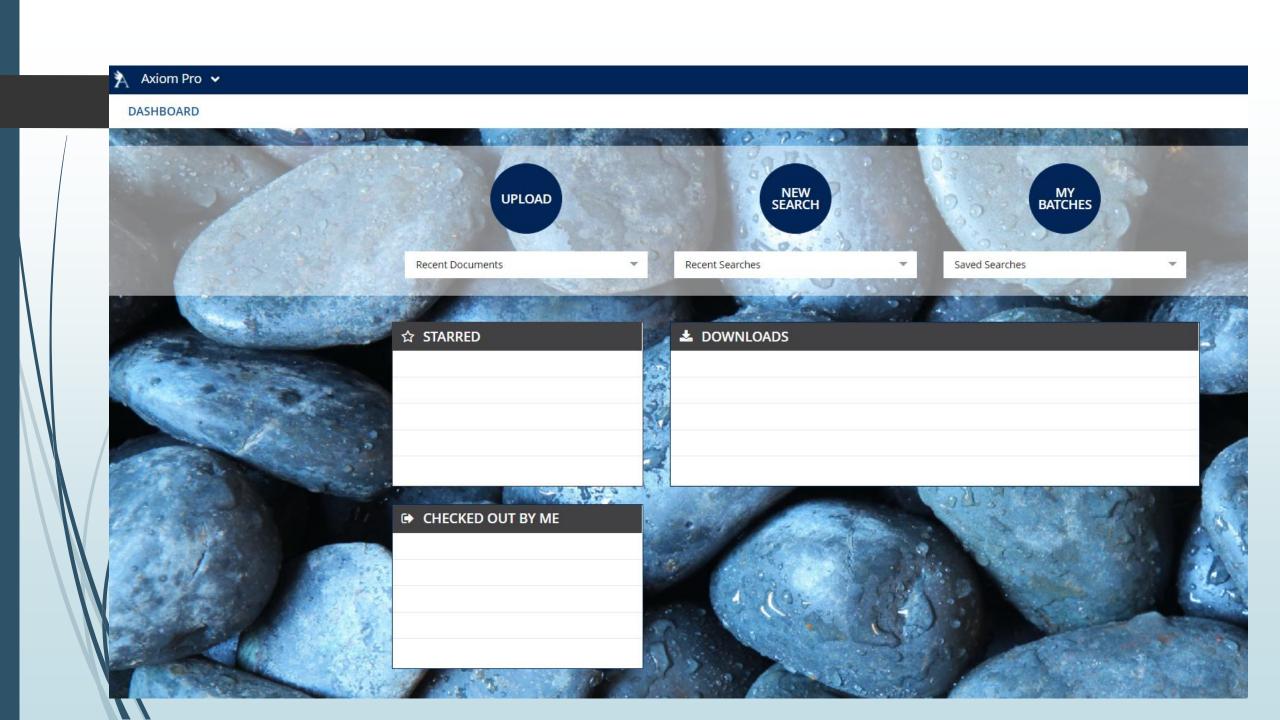
Axiom Pro

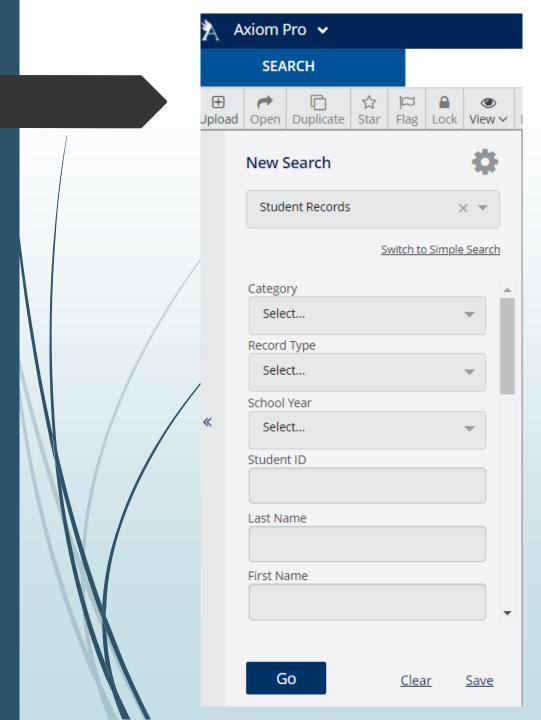
Access to student educational and test records classifies you as a custodian of student education records under the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) and extends to you the obligation to prevent the misuse of data and to ensure confidentiality. Access to student data should be used solely to facilitate performance of legitimate job functions on behalf of Sarasota County Schools. Student data includes, but are not limited to, report cards, grades, assessment data, IEP, attendance, and 504 plans. These records and all personally identifiable student information are strictly confidential Student data should never be shared with unauthorized parties or organizations without a Sarasota County School Board approved agreement.

By clicking the yes button below, I have read, understood, and I am agreeing to my responsibilities in protecting student data as a custodian of records under FERPA. Inappropriate actions by district or school personnel will result in further investigation and /or possible disciplinary actions.

Yes







Student Records

Category

Enrollment
School Related
Health
Assessments
ESE
ESOL
MTSS
Other Services
Discipline
Athletics
Transfer Student Recs
Final Student Recs

Record Type (Enrollment)

Reg Form
Legal Docs
Withdrawal Forms
Residency
School Choice Options
Legal Name
Birth
Disclosure Form
Preschool Services
Information Requests
Other Documents

Student Records

1,											
Search	n Results										
	*	Category	Record Type	School Year	Student ID	Last Name	First Name	Middle Name	Date of Birth	School	Grade Level
0	☆	Health	Immunizations	2021-22							
0	☆	Enrollment	Birth	2021-22							
0	☆	Transfer St	Report Cards & T	2020-21							
	☆	Health	Immunizations	2021-22							
	☆	Enrollment	Residency	2021-22							
	☆	Enrollment	Residency	2021-22							
	☆	Enrollment	Birth	2021-22							
	☆	Health	Physical	2021-22							
	☆	Health	Physical	2021-22							
	☆	Enrollment	Reg Form	2021-22							
	\Diamond	Health	Health History	2021-22							
	i i										

Retention of Scanned Axiom Pro Records

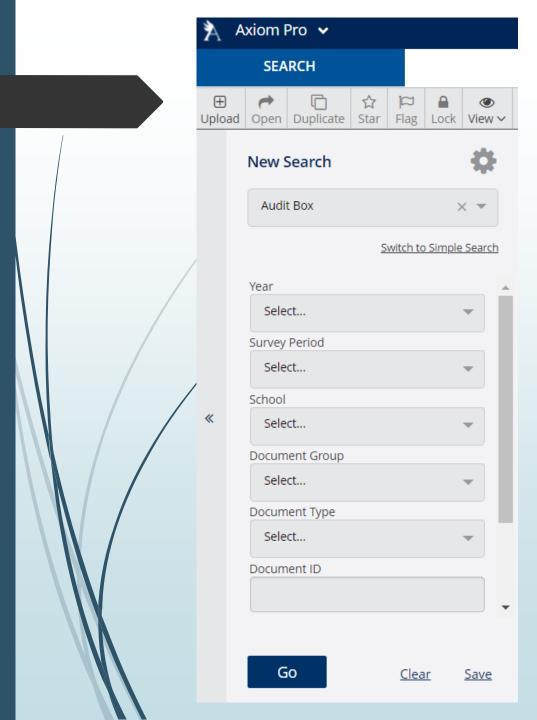
■ What happens to the paper records?

- After scanning, the paper records become duplicates and the scanned records in Axiom Pro become the master records.
- The paper records are then boxed, labeled, and transferred to the furchasing Warehouse where they are stored for one year.
- After storing for one year, the paper records will be destroyed.

Digital Audit Box

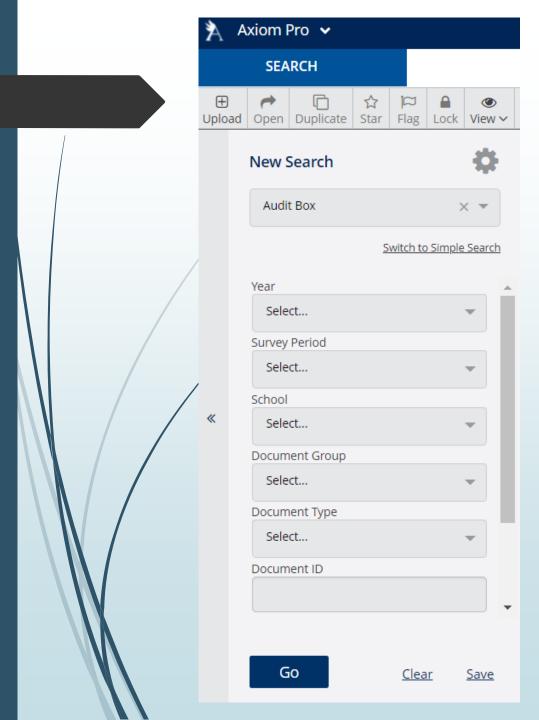
-STATE REPORTING

→ Digital Documents for Auditor's Review – uploaded by Registrars



Document Group

Attendance & Schedules Edit Reports FTE Verification



Document Group

Attendance & Schedules
Edit Reports
FTF Verification

Document Type

01-Class Rosters

02-Bell Schedules

03-Parent Documentation/Elem Specials

04-Mater Course Schedules

05-Attendance Documents

06-Attendance Procedures

07-Frontline Teacher Absence Report

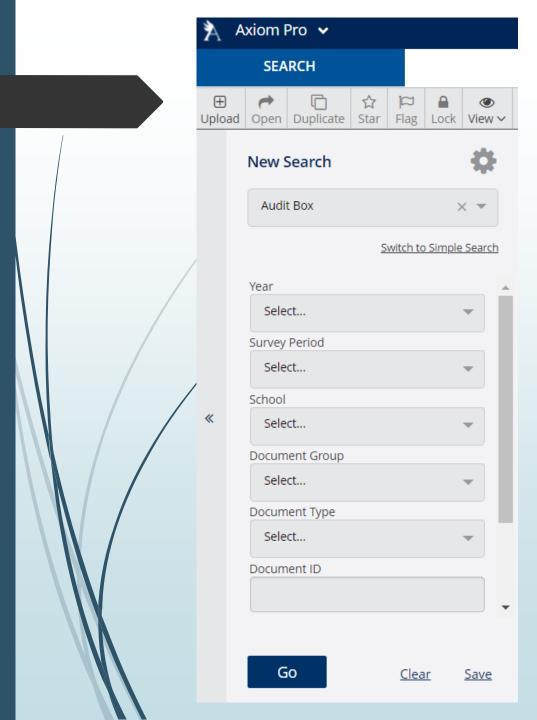
08-Teacher List

09-Consecutive Absence

10-Class Rolls

11-OJT Timecards

12-Hospital/Homebound

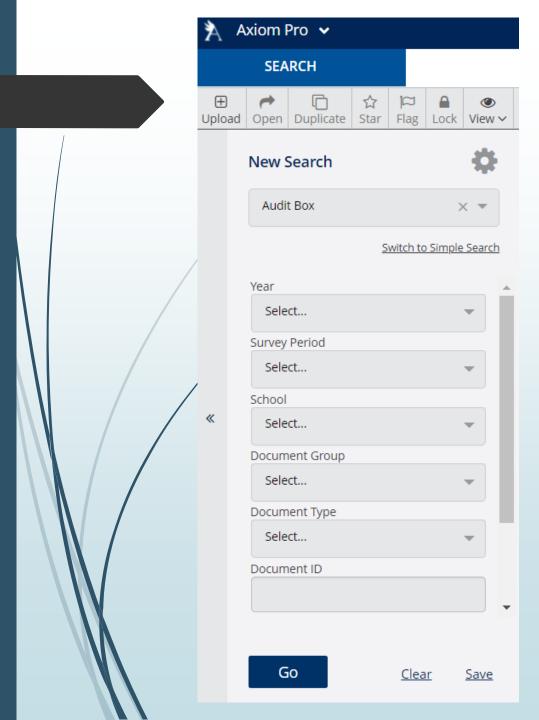


Document Group

Attendance & Schedules
Edit Reports
FTE Verification

Document Type

14-DOE Transmission ReportsEdit corrections made by schools



Document Group

Attendance & Schedules Edit Reports
FTE Verification

Document Type

15-Principal Signatures (3x)

- Close of State Processing
- Close of Amendment
- Final Recalibration

16-Close of State Processing Cycle

- Contains DOE Specific Reports

17-Close of Amendment Window

- Contains DOE Specific Reports

88-Audit Box Complete

- Notification To Review

99-Sign-off(State Reports Only)

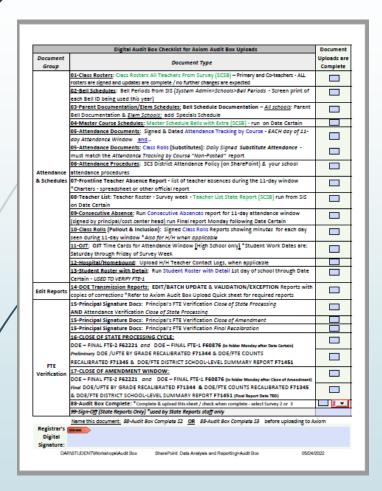
- Notification Review Completed

	Search Results										
		★ Year Survey Period School Document Group		Document Type 👢	Document ID	Document Date	File Name				
			[[]		
	0	☆	2022	3		Attendance & Schedules	01-Class Rosters	385732	03/11/2022	01-Y21223 Class Rosters.pdf	
	0	☆	2022	3		Attendance & Schedules	02-Bell Schedules	385733	03/11/2022	02-Y21223 Bell Schedules.pdf	
		₩	2022	3		Attendance & Schedules	03-Parent Documentation/Elem Specials	385734	03/11/2022	03-Y21223 Parent Bell Schedule Documentation.pdf	
	0	₩	2022	3		Attendance & Schedules	04-Master Course Schedules	385735	03/11/2022	04-Y21223 Master Course Schedules.pdf	
	0	☆	2022	3		Attendance & Schedules	05-Attendance Documents	385736	03/11/2022	05-Y21223 Attendance Documents.pdf	
	0	☆	2022	3		Attendance & Schedules	06-Attendance Procedures	385737	03/11/2022	06-Y21223 Attendance Procedures.pdf	
	0	☆	2022	3		Attendance & Schedules	07-Frontline Teacher Absence Report	385738	03/11/2022	07-Y21223 Frontline Teacher Absence Report.pdf	
	0	☆	2022	3		Attendance & Schedules	08-Teacher List	385739	03/11/2022	08-Y21223 Teacher List.pdf	
		☆	2022	3		Attendance & Schedules	09-Consecutive Absence	385740	03/11/2022	09-Y21223 Consecutive Absence.pdf	
	0	☆	2022	3		Attendance & Schedules	10-Class Rolls	385741	03/11/2022	10-Y21223 Class Rolls - Pull Out and Inclusion.pdf	
	0	☆	2022	3		Attendance & Schedules	12-Hospital/Homebound	385742	03/11/2022	12-Y21223 Hospital-Homebound.pdf	
		☆	2022	3		Attendance & Schedules	13-Student Roster with Detail	385743	03/11/2022	13-Y21223 Student Roster with Detail.pdf	
		☆	2022	3		Edit Reports	14-DOE Transmission Reports	385747	03/11/2022	14-F61034.Y21223-03042022-080033_0111.pdf	
4		☆	2022	3		Edit Reports	14-DOE Transmission Reports	385748	03/11/2022	14-F61108.Y21223-03032022-080936_0111.pdf	
		☆	2022	3		Edit Reports	14-DOE Transmission Reports	385744	03/11/2022	14-F60781.Y21223-02222022-083337_0111.pdf	
		☆	2022	3		Edit Reports	14-DOE Transmission Reports	385745	03/11/2022	14-F60803.Y21223-03072022-080300_0111.pdf	
		☆	2022	3		Edit Reports	14-DOE Transmission Reports	385746	03/11/2022	14-F60858.Y21223-03072022-080300_0111.pdf	
		☆	2022	3		FTE Verification	15-Principal Signature Docs	385749	03/11/2022	15-SY2021-2022	
		☆	2022	3		FTE Verification	15-Principal Signature Docs	440807	04/22/2022	15-SY2021-2022	
		☆	2022	3		FTE Verification	15-Principal Signature Docs	456393	05/05/2022	15-SY2021-2022Survey 3_Fina	
	0	☆	2022	3		FTE Verification	16-Close of State Processing Cycle	385750	03/11/2022	16-F60876.Y21223_2.txt-03072022-0828510111.pdf	
	0	☆	2022	3		FTE Verification	16-Close of State Processing Cycle	385751	03/11/2022	16-F62221.Y21223-03072022-0803000111.pdf	
	0	☆	2022	3		FTE Verification	16-Close of State Processing Cycle	408887	04/01/2022	16-F71451_Y21223CP.SUMMARY0111.pdf	
	0	☆	2022	3		FTE Verification	16-Close of State Processing Cycle	408886	04/01/2022	16-F71345_Y21223CP0111.pdf	
		☆	2022	3		FTE Verification	16-Close of State Processing Cycle	408885	04/01/2022	16-F71344_Y21223CP0111GRADEpdf	
	0	☆	2022	3		FTE Verification	17-Close of Amendment Window	456280	05/05/2022	17-F71345_Y21223C40111.pdf	
		☆	2022	3		FTE Verification	17-Close of Amendment Window	440805	04/22/2022	17-F60876.Y21223_2.txt-04182022-1044130111.pdf	
	0	☆	2022	3		FTE Verification	17-Close of Amendment Window	440806	04/22/2022	17-F62221.Y21223-04182022-0659310111.pdf	
		☆	2022	3		FTE Verification	17-Close of Amendment Window	456279	05/05/2022	17-F71344_Y21223C40111.pdf	
	0	☆	2022	3		FTE Verification	17-Close of Amendment Window	456281	05/05/2022	17-F71451_Y21223C4.SUMMARY0111.pdf	

Audit Box Checklist

Г		Digital Audit Box Label - Required Documents Checklist for Axiom Audit Box						
ľ	Document	Document Type						
	Group							
Γ		01-Class Rosters: Class Rosters All Teachers From Survey (SCSB) – Primary and Co-teachers - 1st Run will be on Monday following Date Certain - each page must						
П		be VERIFIED AND SIGNED BY THE TEACHER - *NOTE: Combined with VAMS Roster Verification process beginning SY22 - Sort by Teacher Last Name - Upload to audit						
П		box only once when ALL rosters are complete and no further changes will be made						
۱		02-Bell Schedules: Bell Periods from SIS (System Admin>Schools>Bell Periods - Provide screen shot of each Bell ID that is being used in your schedules)						
П		03-Parent Documentation/Elem Schedules: Bell Schedule Documentation – All schools: Documentation that explains your bell schedule to parents &						
		Elementary Schools: also include a copy of your school's actual Specials Schedule						
		04-Master Course Schedules: Master Schedule with Bells (SCSB)						
		<u>05-Attendance Documents</u> : Attendance Tracking by Course - Teacher Entered Only - Non-Posted *To be Run and Verified on EACH day of 11-day Attendance Window - each day must be signed and dated by the staff member certifying attendance and						
П		Class Rolls (Substitutes): reports for Daily Substitue Attendance - keep with attendance docs - must have a signed attendance report for each						
١	Attendance	class/period where attendance was not posted through the teacher's Gradebook during the 11-Day Window. Attendance Sheets, printed name,						
н	& Schedules							
н	a solication	06-Attendance Procedures: SCS district Attendance Policy found on SharePoint & your school attendance procedures						
П		07-Frontline Teacher Absence Report - list of teacher absences during the 11-day window *Charters - spreadsheet or other official report						
1		08-Teacher List: Teacher Roster listing active teachers during Survey week Teacher List State Report (SCSB) run on Date Certain						
		09-Consecutive Absence: Run Consecutive Absences report the Monday following Date Certain for 11-day attendance window with DOE/State: box						
		CHECKED (must be signed by principal/cost center head)						
П		10-Class Rolls (Pullout & Inclusion): Run Class Rolls Reports for Pullouts and Inclusions - Must show entire 11-day window - must be signed and dated						
П		by teacher - must clearly show number of minutes for each day that service was provided to each student *Also Run for Hospital/Homebound courses,						
П		when applicable						
		11-OJT: OJT Time Cards for Attendance Window (High School only) *Work Dates: Saturday through Friday of Survey Week						
		12-Hospital/Homebound: Upload H/H Teacher Contact Logs, when applicable						
		13-Student Roster with Detail: Run Student Roster with Detail 1st day of school through Date Certain - USED TO VERIFY FTE-1						
ı		14-DOE Transmission Reports: EDIT/BATCH UPDATE & VALIDATION/EXCEPTION Reports uploaded in required file name format; with copies of						
П	Edit Reports	corrections submitted (see Axiom Audit Box Upload Quicksheet for list of required reports)						
lt		15-Principal Signature Docs: ELECTRONIC FTE VERIFICATION AFFADAVIT signed & dated by principal AND Attendance Verification Signed by Principal						
		(Close of State Processing, Close of Amendment Window, Final Recalbration) see Internal Audit Checklist Schedule						
		16-CLOSE OF STATE PROCESSING CYCLE:						
		DOE – FINAL FTE-2 F62221 and DOE – FINAL FTE-1 F60876						
	FTE	DOE /UFTE BY GRADE RECALIBRATED F71344 and DOE/FTE COUNTS RECALIBRATED F71345 and DOE/FTE DISTRICT SCHOOL-LEVEL SUMMARY						
	Verification	REPORT F71451						
П	vermeation	17-CLOSE OF AMENDMENT WINDOW:						
		DOE – FINAL FTE-2 F62221 and DOE – FINAL FTE-1 F60876						
		DOE/UFTE BY GRADE RECALIBRATED F71344 and DOE/FTE COUNTS RECALIBRATED F71345 and DOE/FTE DISTRICT SCHOOL-LEVEL SUMMARY						
		REPORT F71451						
L		99-Sign-Off (State Reports Only) Revised 2/8/202						

Audit Box Complete/Sign-Off



Provides notification from schools they have completed their Audit Box and is ready for us to review.

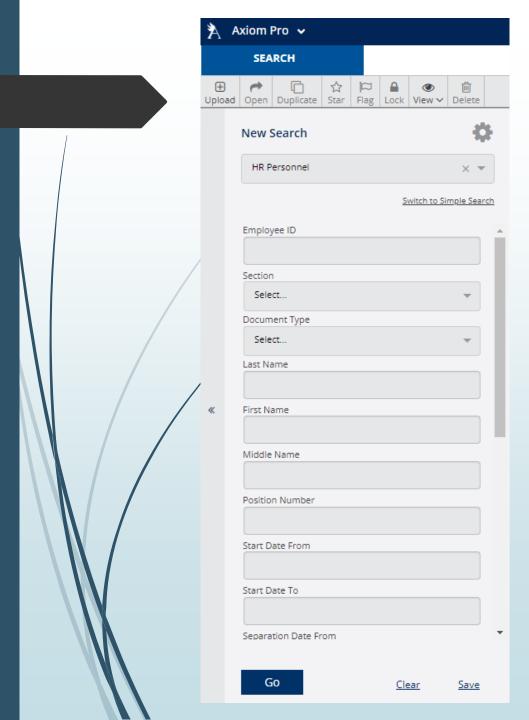
Provides notification from my department that we have reviewed their Audit Box.



Digital Personnel Records

→Human Resources

■ Digital Documents



HR Personnel

Section

Section 1 – Application Section 2 – Certification/Professional Development Section 3 – Leave Paperwork Section 4 – Correspondence & Resumes Section 5 – Salary & Employment Section 6 – Evaluations Confidential Folder Site File

Substitute File

Document Type (Section 1)

Paperwork Checklist Application

Anti-fraud form

Acceptance of State Equity

form

Acceptance of Guidelines

policy

Employment verifications

References

1-9

Veterans Preference

Oath of Loyalty

Code of Ethics/Conduct

Retirement Clarifications

Right to Know form (toxic

substance)

Substitute Disclaimer form

Social Security Exemption

form

Other

HR Personnel

Search Results												
0		Employee ID	Section	Document Type	Last Name First Name		Middle Name	Position Number	Start Date	Separation Date	Employee Type	School/Site
	☆	A025648	Section 1 - Application	I-9 (Employment Eligibility					08/15/2016		Teacher	Sarasota High - 0
	☆	A025648	Section 1 - Application	Paperwork Checklist					08/15/2016		Teacher	Sarasota High - 0
	☆	A025648	Section 1 - Application	Application					08/15/2016		Teacher	Sarasota High - 0
	☆	A025634	Section 1 - Application						08/11/2014		Teacher	Englewood Elem
	☆	A025626	Section 1 - Application	Retirement clarifications					09/01/1992		Teacher	Laurel Nokomis
	☆	A025626	Section 1 - Application						09/01/1992		Teacher	Laurel Nokomis
	☆	A025641	Section 1 - Application	Paperwork Checklist					08/13/2007		Teacher	Executive Direct
	☆	A025648	Section 1 - Application	Anti-fraud form					08/15/2016		Teacher	Sarasota High - 0
	☆	A025634	Section 1 - Application	Paperwork Checklist					08/11/2014		Teacher	Englewood Elem
	☆	A062274	Section 1 - Application						10/06/2020		Teacher	Heron Creek Mid
	☆	A025648	Section 1 - Application						08/15/2016		Teacher	Sarasota High - 0
	☆	A025626	Section 1 - Application	Substitute Disclaimer Form					09/01/1992		Teacher	Laurel Nokomis
	☆	A025641	Section 1 - Application						08/13/2007		Teacher	Executive Direct
	*	A025648	Section 1 - Application						08/15/2016		Teacher	Sarasota High - 0
	☆	A025731	Section 1 - Application						08/07/2017		Teacher	Heron Creek Mid