

# WCSD Records Availability and Location

<b>TYPES AND LOCATION OF EDUCATIONAL RECORDS</b>	
<b>WASHOE COUNTY SCHOOL DISTRICT</b>	
<b>Types of Records</b>	<b>Location of education records collected, maintained, or used by the agency</b>
504 Plan	Office Filing Cabinet/EdPlan/OnBase
Academic Records	Infinite Campus/OnBase
Assessment Records	Infinte Campus/Assessment Office Filing Cabinet
Assistant Principal File	Assistant Principal's Office Filing Cabinet
Athletics/Activities Records	Infinte Campus/Athletics Office Filing Cabinet
Attendance Records	Infinte Campus
Children in Transition (CIT) Records	Infinte Campus/Children in Transition Office Filing Cabinet
Counselor File	Counselor's Office Filing Cabinet
Court Orders	Infinite Campus/OnBase
Discipline Records, Parole, Probation, Residential Treatment Facility Records	Infinte Campus/Behavior Programs Office Filing Cabinet
ELL Records	EL Department Office Filing Cabinet/Principal/Teacher Office Filing Cabinet/OnBase
Email	Printed email scanned into OnBase
Enrollment Records	Infinite Campus/OnBase
Family School Partnership Records	Family School Partnership Office Filing Cabinet (may also have duplicates of any or all of above on a need to know basis)
Foster Care Records	Infinite Campus/OnBase
Free and Reduced Lunch Application	Infinte Campus/Nutrition Services Office Filing Cabinet
Gifted and Talented (GT) Records	Infinite Campus/OnBase
Grade Reports	Infinite Campus/OnBase
Home Language Survey	School Site Administrative Office Filing Cabinet/ELL Office Filing Cabinet/OnBase
IEP File	EdPlan/OnBase
Immigrant Grant Records	Office Filing Cabinet/Title 1 Office Filing Cabinet
Infinite Campus Records	Information Technology - Infinite Campus Server
Migrant Records	Infinte Campus/EL Department Office Filing Cabinet
MTSS File	School Site Administrative Office Filing Cabinet/Infinte Campus
Principal File	Principal's Office Filing Cabinet
Psychological records	EdPlan/OnBase
School Police Records	School Police Office Filing Cabinet/Infinte Campus/OnBase
School Schedule	Infinite Campus/OnBase
Social Services Records	Infinite Campus/OnnBase
Special Education File	EdPlan/OnBase
Students Cumulative File	Infinite Campus
Student Health Care Plans/Student Health Records	EdPlan/OnBase/Student Health Services Office Filing Cabinet
Supplemental Credit Records	Supplemental Credit Office Filing Cabinet/Infinte Campus/OnBase
Teacher Files	Teacher's Filing Cabinet
Title I Records	Infinte Campus/Title 1 Office Filing Cabinet
Transcripts	Infinte Campus/OnBase
Transportation Records	Infinite Campus/Ghetto Transportation Office Filing Cabinet
Truancy Records	Infinte Campus/Truancy Office Filing Cabinet/Graduation Specialist Office Filing Cabinet
Central Office Personnel (WCSD Superintendent, Deputy Superintendent, Area Superintendent, Director of Special Education, Special Education Administrator, Special Education Implementation Specialist, Compliance Coordinator) Records	Central Office Employee's Office Filing Cabinent ( 380 Edison Way Reno, NV or 425 E.Ninth Street Reno, NV)
<b>Special Education Related Services as appropriate/necessary:</b>	
Adaptive Physical Education Records	EdPlan/OnBase
Assistive Technology File	Office Filing Cabinet/EdPlan/OnBase
Autism Specialist Records	EdPlan/OnBase
Behavior Office File	EdPlan/OnBase
Child Find Records	EdPlan/OnBase
Counseling File	Infinite Campus/EdPlan/OnBase
Hearing Program File	EdPlan/OnBase
Home/Hospital Records	EdPlan/OnBase
Occupational Therapy File	EdPlan/OnBase
Orientation and Modility Records	EdPlan/OnBase
Physical Therapy File	EdPlan/OnBase
Psychiatric Records	OnBase
School Based Medicaid	EdPlan/OnBase

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Speech Language File	EdPlan/OnBase
Transition Program File	EdPlan/OnBase
Vision Impairment File	EdPlan/OnBase