

Collier County Public Schools

STUDENT RECORDS

HANDLING DEAD CUMES



Table of Contents

What is a Dead Cume?	3
STEP 1: REQUEST NEEDED SUPPLIES.....	3
Boxes	3
Request CRM boxes.....	3
Labels	4
Request CRM Box Labels.....	4
STEP 2: GENERATE THE DEAD CUMES REPORT	5
Access the Report	5
Generate the Report.....	5
Download the Report as a PDF	6
Export the Report to Excel.....	6
STEP 3: COMPLETE THE DEAD CUME REPORT	6
STEP 4: BOX YOUR DEAD CUMES	7
STEP 5: SCHEDULE FOR PICK UP.....	7
Send the completed excel spreadsheet of the Dead Cume Report.....	7
Create a Work Order for pickup.....	8

Records: Handling Dead Cumes

What is a Dead Cume?

A dead cume is considered as a cume of a student that has withdrawn, not returned to CCPS, and has not graduated. **There should be NO paper cumes onsite as of time.**

STEP 1: REQUEST NEEDED SUPPLIES

Look at the dead cumes that you have onsite and determine what supplies you will need.

Supplies consist of:

- White CRM Banker Boxes
- CRM Box Labels



Boxes (from the Warehouse)

Designated usage of banker boxes:

- **White Banker Boxes (CRM)** = “Dead Cume” student folders being sent to CRM
- **Brown Banker Boxes (Miracle)** = Loose paperwork (student, payroll, benefits, HR, etc.) These boxes will be stored at the Warehouse for 3 years after imaging before destruction.

A CRM box holds approximately 2500 sheets of paper.

Request CRM boxes

You will need to submit a work order to request boxes from the Warehouse.

From the New Work Order screen:

1. **Request Type:** Transfer and Delivery
2. **Specific Request:** Transfer Materials: one campus to another
3. **Service Location:** Check Same location as my profile. Checking this box will automatically populate the Service Location, Facility, and Room fields with your information. If not, select the information as needed.
4. **Product Type:** Supplies
5. **Request Description:** Delete content and enter the blurb in the screenshot below.
Note: CRM Boxes will only be shipped 3 at a time. You will need to submit another work order if additional boxes are needed. **DO NOT** submit a work order for additional boxes until you have used the current boxes on hand.
6. Click Submit.

Records: Handling Dead Cumes

Labels (from Records/Operations Department)

A CRM barcode label will need to be placed on each box and referenced on your Dead Cume report.



Request CRM Box Labels

1. Send an email to records@collierschools.com
2. Enter the subject line: <site>_CRM Box Labels Needed (for example, HCE_CRM Box Labels Needed)
3. Make sure to specify the quantity needed.

Once your request is received, Operations will send the labels via PONY.

Records: Handling Dead Cumes

STEP 2: GENERATE THE DEAD CUMES REPORT

Determine the school year range of dead cumes you have onsite. Generate the dead cume report accordingly. Keep in mind, multiple school years CAN be packed in the SAME CRM box. 😊

This report is in [Reporting Services](#). If you need a dead cume list dating prior to the 1987-1988 school year, please email your request to records@collierschools.com.

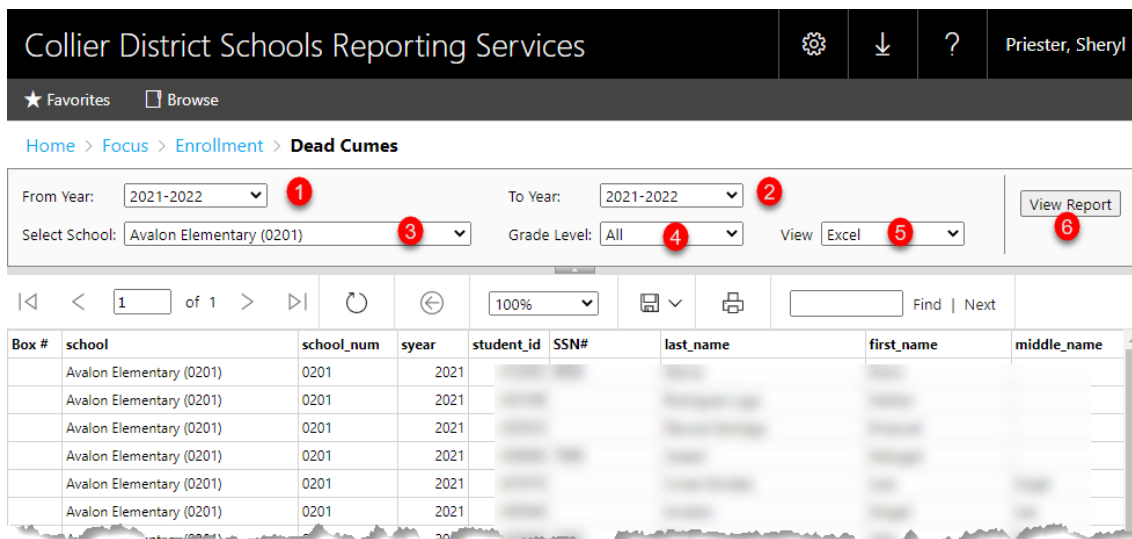
Access the Report

From the Reporting Services Home page:

1. Click the FOCUS icon.
2. Select the Enrollment folder.
3. Select Dead Cumes.

Generate the Report

1. The From Year and To Year field will default to the current school year. Click the drop-down to select the school year if you are generating the report for a school year other than the current.
2. Select your school from the drop-down.
3. The Grade level field will default to ALL. You can select an individual grade level if desired.
4. The View field will default to Report. *Generate BOTH formats.*
 - **Report** = When downloading as a PDF
 - **Excel** = When downloading as an Excel document.
5. Click View Report. The report will generate and display at the bottom of the screen.



Collier District Schools Reporting Services

Home > Focus > Enrollment > Dead Cumes

From Year: 2021-2022 (1) To Year: 2021-2022 (2)

Select School: Avalon Elementary (0201) (3) Grade Level: All (4) View: Excel (5)

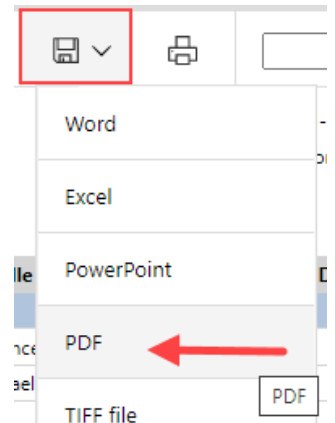
View Report (6)

Box #	school	school_num	year	student_id	SSN#	last_name	first_name	middle_name
	Avalon Elementary (0201)	0201	2021					
	Avalon Elementary (0201)	0201	2021					
	Avalon Elementary (0201)	0201	2021					
	Avalon Elementary (0201)	0201	2021					
	Avalon Elementary (0201)	0201	2021					
	Avalon Elementary (0201)	0201	2021					

Records: Handling Dead Cumes

Download the Report as a PDF

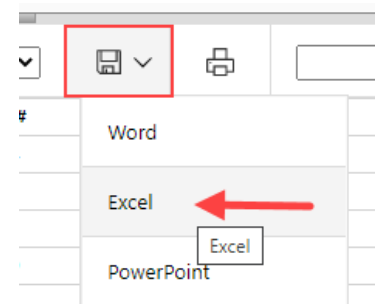
1. Click the Export icon (disk with the drop-down arrow) .
2. Select PDF.
3. The save as window will display.
4. Choose a location, name the document.
5. Click Save.
6. The PDF file will download and appear in the bottom left corner of the screen.
7. Click directly on the file to open.



The printed PDF report will be used as a guide for pulling, recording and boxing your dead cumes.

Export the Report to Excel

1. Click the Export icon (disk with the drop-down arrow) .
2. Select Excel.
3. The save as window will display.
4. Choose a location, name the document.
5. Click Save.
6. The Excel file will download and appear in the bottom left corner of the screen.
7. Click directly on the file to open.



Note: Make sure to remember where you saved the report because you will have to access it later to fill it out and submit it electronically.

STEP 3: COMPLETE THE DEAD CUME REPORT

As you review your dead cumes onsite, log them on the dead cume report.

1. Locate the student on the spreadsheet.
2. In the Box# column, enter the box number in which the students cume is placed.
3. Place the cume in the box and proceed to the next one. Repeat until finished.

Note: Make sure to add students that do not appear on your original dead cume report.

Box #	School	school_num	year	student_id	SSN#	last_name	first_name	middle_name	grade_level	DOB	diploma_date	withdraw_date	withdraw_code	ese_el
1	Avalon Elementary (0201)	0201	2021											
2	Avalon Elementary (0201)	0201	2021									11/05/2021	W3B	Z - ZZ
3	Avalon Elementary (0201)	0201	2021									06/02/2022	W3A	Z - LY
4	Avalon Elementary (0201)	0201	2021									06/02/2022	W3B	K - LF
5	Avalon Elementary (0201)	0201	2021									08/10/2021	W3A	Z - ZZ
6	Avalon Elementary (0201)	0201	2021									08/10/2021	W3A	Z - ZZ
7	Avalon Elementary (0201)	0201	2021									06/02/2022	W3B	K - ZZ
8	Avalon Elementary (0201)	0201	2021									06/02/2022	W3A	Z - ZZ
9	Avalon Elementary (0201)	0201	2021									06/02/2022	W3B	K - ZZ
10	Avalon Elementary (0201)	0201	2021									06/02/2022	W3B	F - 77
21	Avalon Elementary (0201)	0201	2021									06/02/2022	W3A	F - ...
22	Avalon Elementary (0201)	0201	2021									02/25/2022	W3A	Z - LY

Records: Handling Dead Cumes

STEP 4: BOX YOUR DEAD CUMES

- Multiple school years CAN be packed in the same CRM box.
- No prepping of files needed. In other words, you DO NOT have to clean files prior to boxing.
- Do Not overpack boxes.

On the front of the CRM bunker box:

1. **CRM barcode section** – Affix the CRM barcode label.
2. **Right side of the Box Contents section** – Write the school abbreviation, site number, and the words “Dead Cumes”. (For example, “HCE (0491) Dead Cumes”)
3. **Client Box Number** – Write Box # of # of total boxes
4. **Dates section** – Enter the school year date range (MMDDYYYY) of what records are in the box.

Box Contents	82759235	Box # of # Client Box Number
	 <small>VITAL RECORDS CONTROL – VitalRF® www.vitalrecordscontrol.com</small>	XXX (####) Dead Cumes
Dates From MM/DD/YYYY To MM/DD/YYYY	 <small>Certified Records Management www.flacrm.com 888-723-3345</small>	/ / Destroy After

Box Contents	82759235	Box 1 of 10 Client Box Number
	 <small>VITAL RECORDS CONTROL – VitalRF® www.vitalrecordscontrol.com</small>	HCE (0491) Dead Cumes
Dates From 01/05/2017 To 12/05/2022	 <small>Certified Records Management www.flacrm.com 888-723-3345</small>	/ / Destroy After

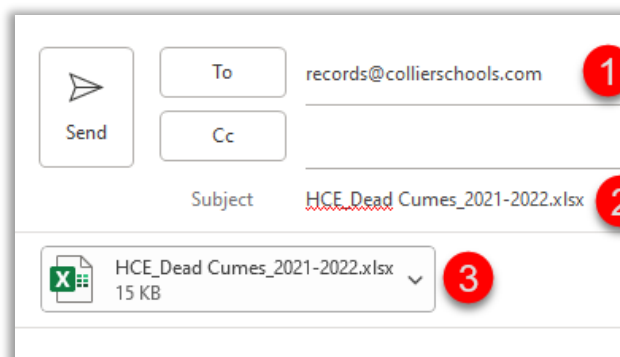
STEP 5: SCHEDULE FOR PICK UP

Once you have boxed up all dead cumes and they are ready for pickup, you will need to email the excel spreadsheet and create a work order for pickup.

Send the completed excel spreadsheet of the Dead Cume Report

1. Email the completed electronic excel spreadsheet to records@collierschools.com.
2. Enter the subject line: <site>_Dead Cumes Report - <school year range>
(for example, HCE_Dead Cumes Report – 2021-2022)

DO NOT SEND SCANNED DOCUMENTS, ONLY EXCEL DOCUMENT TYPES ACCEPTED. ALL SCANNED DOCUMENTS WILL BE RETURNED.



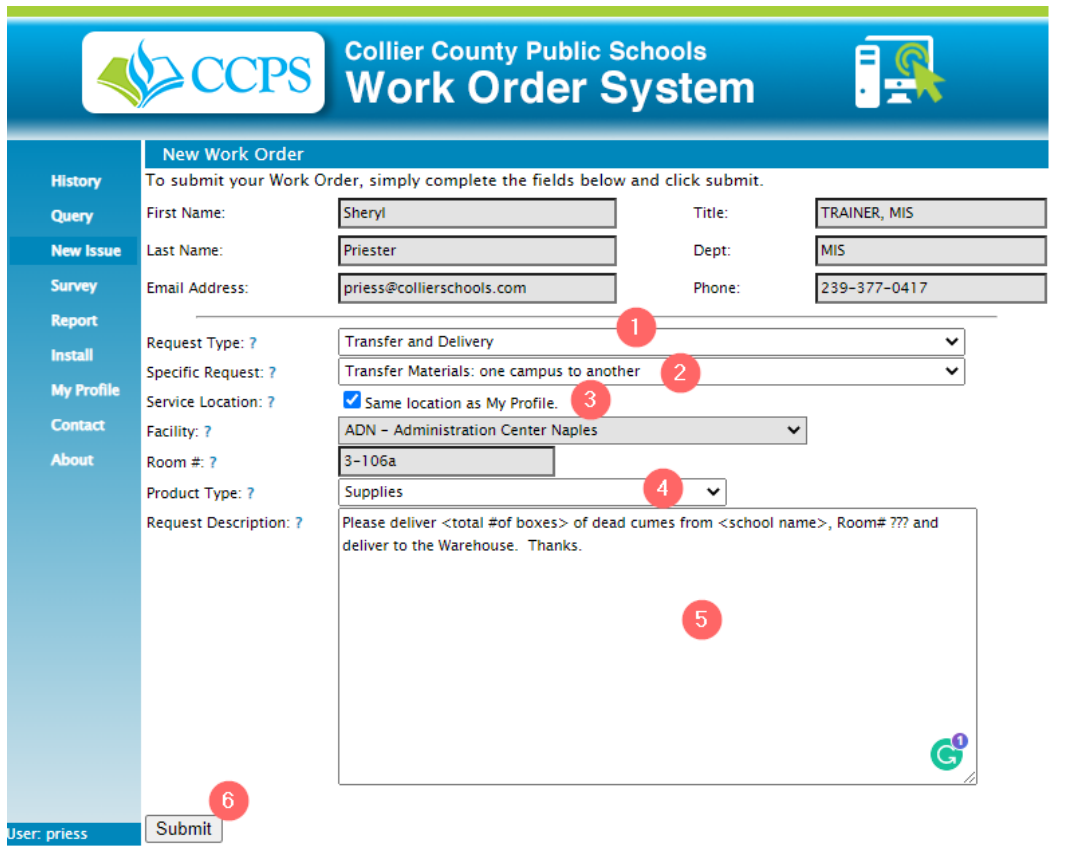
Records: Handling Dead Cumes

Create a Work Order for pickup

You will need to submit a work order to request pickup.

From the New Work Order screen:

1. **Request Type:** Transfer and Delivery
2. **Specific Request:** Transfer Materials: one campus to another
3. **Service Location:** Check Same location as my profile. Checking this box will automatically populate the Service Location, Facility, and Room fields with your information. If not, select the information as needed.
4. **Product Type:** Supplies
5. **Request Description:** Delete content and enter the blurb in the screenshot below.
6. Click Submit.



QUESTIONS OR COMMENTS

Records Department

Phone: 239-377-0507

Email: records@collierschools.com