**What are Digital Student Files?**

We no longer maintain physical student files. We are scanning and saving everything digitally into individual student files. Every student will have a file. Documents within that file will be separated by academic years for reporting purposes.

Physical documents will be held for confirmation for approx. 1 year at which point we will confirm it is in the students digital file before placing it in the secure recycle bin.

**Naming Documents in Digital Student Files**

All documents in Digital Student Files should follow the same naming conventions:

**Type of Document, Qtr/yr – last name, first name** (Example: APP Sp23 – Last name, first name)

**Quarter/year** should use the following abbreviations with the last 2 digits of the year. (Sum24)

* Fall = F
* Winter = W
* Spring = Sp
* Summer = Sum

**Types of Documents** should use the following label/abbreviations in all caps:

* APP = Applications
* LACES = LACES form (formerly WABERS)
* WAIVER = BEdA $25 Tuition Waiver
* WRITING = Writing Sample
* CASAS = CASAS test result

**EXCEPTIONS:** these documents do not need a Qtr/yr and should be kept in the main part of a student’s file (not an academic year folder)

* HSR = High School Release (Request for Approval to Test)
* ROI = Release of Information
* ID = Identification Verification

**Creating or Saving Applications to a Digital Student File**

* Review the student application to make sure all the pages are filled out properly (Biographic/LACES/Writing Sample). Make notes if anything is incomplete or missing.
* On TEAMS worksheet under “Waitlist”, add the student’s name. ID number, age, email address, and phone number. Add any notes if anything is incomplete or missing.
* Scan the paper application(s) then rename the scanned file to APP, the quarter and year of application, and the student’s last name, first name (Example: APP Sp23 – Last name, first name)
* Using Save As, in the Save as window, go to Digital Student Files. In the top right corner, search for the student’s name. If there is an existing digital file, it will show in the results. Open the file and save the scanned paper application under the current academic year. If there is not one for the current academic year, create one.
* If there is no student file, then you need to create a new file.
  + Create a file by choosing “create new folder” in the top left side. When new folder pops up, name the new folder to the student’s name (last name, first name) then hit enter.
  + Open the new student folder and create another new folder for the current academic year (ex: 2023-24)
  + Add the document to this new academic year folder.
* File the paper application in the file cabinet under the corresponding quarter and year applied (Example: Summer23/Fall23/Winter24/Spring24).

**Saving other documents to a Digital Student File**

* Scan the document then rename the scanned file (see Naming Documents section)
* Using Save As, in the Save as window, go to Digital Student Files. In the top right corner, search for the student’s name. In the results, choose the folder with the student’s name.
* Save it to the folder for current academic year. If there is not one for the current academic year, create one. See EXCEPTIONS in Naming Documents section.