

# CUMULATIVE FOLDER ORDER

Revised 5/29/15

## CHECK STUDENT CUMULATIVE FOLDERS AND PLACE INFORMATION IN THE FOLLOWING ORDER:

### ANY DEBT INFORMATION SHEETS

(EX: LIBRARY BOOKS, FIELD TRIP, ETC., MONEY OWED TO ANY SCHOOLS)

### CUMULATIVE FOLDER CHECK SHEET / CUMULATIVE FOLDER INSPECTION LOG

(TEACHER/INSTR. ASST. NEED TO INITIAL BOXES FOR VERIFICATION OF INFO. IN FILE)

### BLUE ELEMENTARY GRADE CARD W/CURRENT ATTENDANCE RECORD SHEETS

AND/OR K-5 FINAL REPORT CARDS W/ATTENDANCE SHEETS ATTACHED

(Newest to Oldest Order)

### STUDENT PICTURE CARD (with current year's student picture)

CUSTODY INFORMATION & STUDENT TRANSFER (IF APPLICABLE) **Inside Manila File Folder**

STUDENT (ENROLLMENT) INFORMATION SHEET **Inside Manila File Folder**

BIRTH CERTIFICATE **Inside Manila File Folder**

SOCIAL SECURITY CARD COPY (IF AVAILABLE) **Inside Manila File Folder**

BLUE KINDERGARTEN HEALTH ASSESSMENT **Inside Manila File Folder**

NCIR / ORIGINAL IMMUNIZATION RECORD **Inside Manila Folder**

KINDERGARTEN SCREENING INFORMATION **Inside Manila File Folder** (Purge at end of 1st grade)

PERMANENT HEALTH CARD/FOLDER **Inside Manila File Folder**

RACE/ETHNICITY FORM (If child has one) **Inside Manila File Folder**

### ANY TESTING INFORMATION AND ALL OTHER GRADE LEVEL INFO

(PLACE IN ORDER BY MOST RECENT GRADE LEVEL)

### ACTIVE PEP FOLDERS / 504 FOLDERS

### STUDENT WRITING PORTFOLIO

#### K – 3 READING ASSESSMENT FOLDER

(PLACE IN ORDER WITH MOST RECENT INFO ON TOP)

#### K-2 MATH ASSESSMENT FOLDER

(PLACE IN ORDER WITH MOST RECENT INFO ON TOP)

### ORANGE ESL FOLDER (IF CHILD HAS ONE)

### STUDENT RESIDENCE LOCATION FORM

### HOME LANGUAGE SURVEY (EVERY CHILD MUST HAVE ONE!!!)

INTERNET AGREEMENT FORM; CUSTODY FORM; STUDENT DISCIPLINE FORM; YELLOW  
IEP, 504, EC, SPEECH INFO FORM; BACK COPY OF CUMUL. FOLDER

MAKE SURE ADDRESS/PARENT & EMERGENCY CONTACT INFORMATION IS UPDATED ON BACK OF  
CUMULATIVE FOLDER

LIST ATTENDANCE INFORMATION (FOR THE CURRENT) YEAR ON FRONT OF FOLDER