

Cumulative Folder Guidelines:

Student's PowerSchool ID # and Immunizations Completed Stamped on Front of Folder

Update Student Photograph on Photo Card; Place Report Card Sticker on Report Card Card

Update Student's Current Address, All Family Data: IE; Parent's Phone Numbers, Place of Employment, Work Phone Numbers for Parent's (Step-Parent's), Marital Status, etc. in back of Folder (*All Starred Items are to be written in Pencil)

Yellow Checklist in front of folder is Checked Off and Signed or Initialed by Person Inspecting Folder

Place Items in Cumulative Folder Order (see additional sheet for this information)

Place Current Student Grade Level Information in Descending Order (ex: 5th Grade, 4th Grade, 3rd Grade, 2nd Grade, 1st Grade & Kindergarten)

Test Data Stickers in Folder (Additional Testing Data Stickers on Back of Folder)

When a Student Moves During the School Year:

Enter Grades in PowerSchool

Print Out Student Data Reports (ex: MClass, STAR, etc.)

Complete Student Withdrawal Sheet & Return, along with Cumulative Folder, to Data Manager