|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Order | Document | K | 1 | 2 | 3 | 4 | 5 |
| 1 | Court orders/documentation of guardianship |  |  |  |  |  |  |
| 2 | Notice of Long-Term Suspension form |  |  |  |  |  |  |
| 3 | Photocopy of parent ID – keep most recent only |  |  |  |  |  |  |
| 4 | Personal data sheet – keep most recent only |  |  |  |  |  |  |
| 5 | McKinney Vento Student Status MV 1 – keep most recent only |  |  |  |  |  |  |
| 6 | Proof of residence and/or form 2805 |  |  |  |  |  |  |
| 7 | Student’s Permanent Health Record form PPS-2P (immunization record kept in this folder) |  |  |  |  |  |  |
| 8 | Health/Medical Plans – Individual Health Plan, Emergency Action Plan, Physician’s Order and Plan of Treatment.  One copy is kept in the Student Permanent Health record (pink) at the end of each school year. Student may have more than one of each document. |  |  |  |  |  |  |
| 9 | Audiology reports and audiograms – may be kept in the student’s Permanent Health folder (pink) |  |  |  |  |  |  |
| 10 | Medical Exemption form or Religious Exemption Statement – may be kept in the student’s Permanent Health folder (pink) |  |  |  |  |  |  |
| 11 | Copy of Birth Certificate |  |  |  |  |  |  |
| 12 | Kindergarten Health Assessment Report form PPS-2K |  |  |  |  |  |  |
| 13 | Kindergarten Initial Assessment – **remove after 3rd grade** |  |  |  |  |  |  |
| 14 | K-5 Literacy – Work samples to include:  Last written comprehension response from instructional TRC for grades K-3, and writing samples from each type of writing labeled with grade level and year and placed in orange envelope.  **Before 6th grade – purge all K-4 work samples. Keep 5th grade.** |  |  |  |  |  |  |
| 15 | Read to Achieve Portfolio – to be completed ***only if*** the student has a completed portfolio and is using it as a good cause exemption:   * Hard copy of the Individual Electronic Student Summary Sheet. * Hard copy of Promotion Recommendation Form * PEP (if applicable) * Copy of student summary pages that include benchmarking and progress monitoring scores for mClass Reading 3D. |  |  |  |  |  |  |
| 16 | Math - Work samples to include: 2-3 open-ended math assignments, and the Summative Math Assessment scoring sheets for K-1.  **Before 6th grade – purge all K-4 work samples. Keep 5th grade.** |  |  |  |  |  |  |
| 17 | Individual Pupil Record – test data (form 1725). EOG testing labels are no longer printed, so do not start a new form. Keep the current card. |  |  |  |  |  |  |
| 18 | Report cards – in reverse chronological order |  |  |  |  |  |  |
| 19 | Home Language Survey – if student’s home language is not English, this will be filed in the student’s blue LEP folder. |  |  |  |  |  |  |
| 20 | Retention Notification |  |  |  |  |  |  |
| 21 | Media Permission Form – keep most recent only |  |  |  |  |  |  |
| 22 | Parent Request to Deny Access to Internet forms – keep most recent only |  |  |  |  |  |  |
| 23 | Parent Request to Deny E-Mail – if applicable |  |  |  |  |  |  |
| 24 | Student name on internet release Parental Approval or Denial – if applicable |  |  |  |  |  |  |
| 25 | Student photo release Parental Approval or Denial – if applicable |  |  |  |  |  |  |
| 26 | Discipline Enrollment Status Form |  |  |  |  |  |  |
| 27 | Individual Pupil Records Attendance Report – file in reverse chronological order |  |  |  |  |  |  |
| 28 | Special Education Folder – green or red |  |  |  |  |  |  |
| 29 | AG Folder – yellow or red |  |  |  |  |  |  |
| 30 | Parent Invitation to 504 Eligibility Meeting for Students with Medical Conditions |  |  |  |  |  |  |
| 31 | 504 Folder – purple |  |  |  |  |  |  |
| 32 | SST Folder – pink. **No new pink folders should be created.** |  |  |  |  |  |  |
| 33 | LEP Folder – blue |  |  |  |  |  |  |
| 34 | Photographs – glued to the back of the folder through 5th grade. **Do not staple photographs.** |  |  |  |  |  |  |

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| Grade | Homeroom Teacher’s Signature | Date |
| K – 1st sem |  |  |
| K – 2nd sem |  |  |
| 1st – 1st sem |  |  |
| 1st – 2nd sem |  |  |
| 2nd – 1st sem |  |  |
| 2nd – 2nd sem |  |  |
| 3rd – 1st sem |  |  |
| 3rd – 2nd sem |  |  |
| 4th – 1st sem |  |  |
| 4th – 2nd sem |  |  |
| 5th – 1st sem |  |  |
| 5th – 2nd sem |  |  |

**Please staple this sheet to the previous cum folder checklist when complete.**