STUDENT PERMANENT RECORDS
(CUMULATIVE RECORDS)

A cumulative folder (brown jacket folder) and Category II (expanding pocket folder) should be made for all students new to the school system. Items in the student cumulative folder should be arranged in the following order:

1. Record of Access and Disclosure Form (must be signed each time a folder is entered)
2. RPS 220 Personal Data and Activity Card (yellow)
3. Registration Forms and Transfer Information
4. RPS 230 Standardized Test Results Card for test labels (green)
5. Standardized Test Profile Sheets (Stanford 9, SOL, PALS, LPT, SAT, PSAT, Explore, Plan, ACT, etc.)
6. Extra Test Label Envelopes
7. RPS 210 Elementary Academic Card (salmon) – Begin phasing out if still using as a divider. Additional supply will not be printed.
8. Transcript
9. Report Cards
10. Professional Notes Envelope – Teacher Comment Sheets and Access and Disclosure forms inside
11. SPACE Program Materials
12. ESL Folder (green) for ESL students only – this is a new item
13. Cumulative Health Record
14. Disciplinary Information Folder
15. Writing Portfolio (blue) – file behind the brown jacket folder and in front of the Category II information
16. Category II information with appropriate dividers – should begin behind and outside of the brown jacket folder.
17. Photo attached to Cumulative Folder

The following items should be purged or removed from the cumulative folder:

1. SOL Classroom Assessment Record – cards may be discarded

Organization of Records
Elementary and Middle Schools – records should be filed in alphabetical order by homeroom.
High Schools – records should be filed in alphabetical order by grade level.

Security
All records should be housed in a designated central and secure location. They must be stored in locked cabinets in an organized “records room” that has key entry.