

**Tomball Independent School District
Cumulative Student History Checklist**

The reverse side of this form contains a checklist for all documents that should be included in the student cumulative record.

Student Name	Date of Birth	Grade Level	Date of Enrollment
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Retention Information:

Retention and placement information prior to enrollment in TISD. Grade Level/School Year, Grade Level/School Year...

Placement Information:

The sections marked with a check below must be reviewed by a campus professional/administrator prior to PEIMS coding.

<input type="checkbox"/> Special Education/Speech	Reviewed By _____	Title _____	Date _____
<input type="checkbox"/> ELL/ESL	Reviewed By _____	Title _____	Date _____
<input type="checkbox"/> ELL/Bilingual	Reviewed By _____	Title _____	Date _____
<input type="checkbox"/> 504	Reviewed By _____	Title _____	Date _____
<input type="checkbox"/> Dyslexia	Reviewed By _____	Title _____	Date _____
<input type="checkbox"/> Gifted/Talented	Reviewed By _____	Title _____	Date _____
<input type="checkbox"/> Passed STAAR	Reviewed By _____	Title _____	Date _____
<input type="checkbox"/> At-Risk	Reviewed By _____	Title _____	Date _____

Failed Readiness
 Failed 2 Core Courses
 Retained
 Failed Assessment
 Preg/Parent
 AEP Placement
 Expelled
 Parole, Prob. Etc
 Previous dropout
 LEP
 DFPS/CPS
 Homeless
 Resid Placement

<p>Notes</p> <p>Once all sections that have been checked are reviewed a campus administrator must sign-off on PEIMS Coded Values.</p> <p>Administrator Approval</p> <p>Approved By _____ Title _____ Date _____</p>	<p>PEIMS Coded Values</p> <p>ELL/ESL (Y/N) _____</p> <p>ELL/Bilingual (Y/N) _____</p> <p>At-Risk (Y/N) _____</p> <p>Gifted/Talented (Y/N) _____</p> <p>504 (Y/N) _____</p> <p>Dyslexia (Y/N) _____</p> <p>Immigrant (Y/N) _____</p> <p>Foster Care (Y/N) _____</p> <p>Early Reading Indicator (Y/N) _____</p>
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The following documents should be present in the cumulative record for this student prior to campus review. Initial next to each form as they are filed in the cumulative record.

1. _____ **Home Language Survey** *Original is stapled to inside left of CUM folder, IPT summary attached if did not qualify for ESL/Bilingual if language other than English was checked. If qualified, make a copy for LPAC folder, stamp w/COPY stamp.*
2. _____ **Legal Documents** *Highlight custody information*
3. _____ **Enrollment Packet /Enrollment Verification** *Most current first, can leave stapled together*
 - _____ a. *Enrollment Form (paper packet)*
 - _____ b. *Ethnicity Race Form (paper packet)*
 - _____ c. *Release of Directory Information Form (paper packet)*
 - _____ d. *Media Release form (paper packet)*
 - _____ e. *Computer Acceptable Use Agreement (paper packet)*
 - _____ f. *Migrant Survey (paper packet)*
 - _____ g. *Request for Food Allergy Information - DO NOT MAKE COPIES, Nurse reviews the form as needed, return to CUM folder (paper packet)*
4. _____ **a. Copy of Birth Certificate or other accepted form of identification** *age 11 and older, Document used to identify proof of age and identification* _____
_____ **b. Copy of Certified Birth Certificate**
under age 11. *If a certified birth certificate is not available go to number 6*
5. _____ **Documentation for Non-Certified Birth Certificate Form** _____
under age 11. *Document used to identify proof of age and identification*
6. _____ **Copy of Student's Social Security Card**
If no social security card or number is given, follow process for obtaining a State ID number
7. _____ **Proof of Residence**
Acceptable: House Payment, Lease Agreement, Electric/Water/Gas Bill, Affidavit of Residence
8. _____ **School Photo Record (Yellow Cardstock)**
9. _____ **Withdrawal Form from previous school**
10. _____ **Request for Records** *documents sent and received*
11. _____ **School Records** *test scores, report cards, retention records, copy of attendance review records*
By grade, beginning with Pre-Kindergarten through current grade

*** Bilingual/ESL Students will have a Yellow TELPAS Writing Folder and Green Bilingual/ESL folder.**

Records Requested _____ Records Received _____

Campus Registrar's Signature _____

Date _____