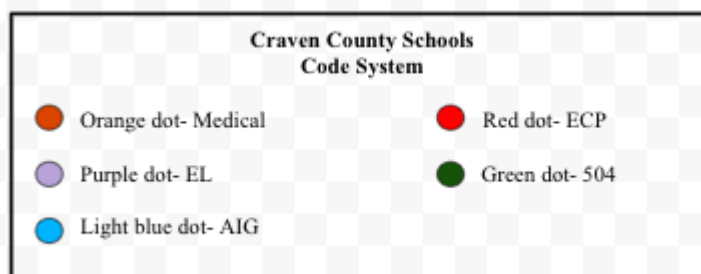


CUMULATIVE FOLDERS CONTENTS

High School (9-12 or 13)



**The following is the list of contents for CUM folders (including inactive folders).
Reminder – NO Staples in CUM folders, 504 is not in CUM folder
Arrange in the order listed:**

1. **Withdrawal papers if student withdrew during this school year**
(Make sure withdrawal code and reason are on the form)
2. **Court Papers** (i.e. legal guardianship, custody etc.)
3. **Attendance Printout or Standardized School Transcript**
(Make sure student's personal information and the information at the bottom is filled in correctly including the promotion status, transfer address, and date copy of record is forwarded outside of the county or when record was transferred to 9th grade in Craven County)
4. **Report Cards, in order highest grade to lowest grade**
(Keep Middle School report cards and discard Elementary report cards at the end of 8th grade)
5. **Scholastic Records**
(Make sure all grade labels are posted on the Scholastic Record Form)
6. **Standardized Test labels are all posted in correct space inside folder or score reports included (ACCESS for ELLs, CogAT, etc.**
7. **Any previous test data not identified by name**
(i.e. standardized tests from other states)
8. **CTE certifications** (CDC is responsible for providing)
9. **Home Language Survey**
10. **Old Personalized Education Plan (PEP) and/or Student Summary Sheet(demographic sheet) and/or MTSS Folders**
11. **Copies of formal communication to parents** (i.e. Retention Letter, Attendance Letter, etc.)
12. **Enrollment Forms** (if there is no transcript with family information such as parent name, address, DOB, etc.)
13. **Copy of Birth Certificate**

14. **Photo Card**

15. **Student's Permanent Health Record Folder**

16. **Grade 8 Aimsweb Plus Math Student Skills Plan Report for Spring (EOY) Period**

17. **Grade 8 Aimsweb Plus Reading Student Scores Snapshot Report for Spring (EOY) Period**