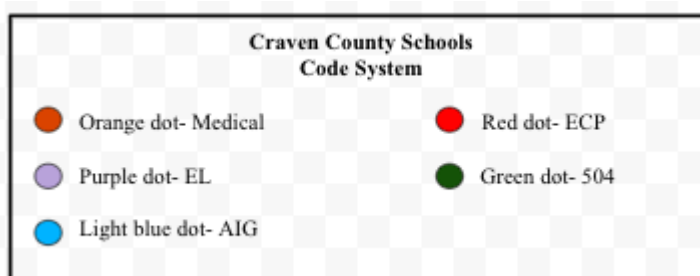


## CUMULATIVE FOLDERS CONTENTS Middle Grades 6-8



**The following is the list of contents for CUM folders (including inactive folders).**

**Reminder – NO Staples in CUM folders**

**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 and the folder)
2. **Court Papers**
3. **Attendance Printout**  
(Make sure student's personal information and the information at the bottom is filled in correctly including the promotion status, transfer address, and dated copy of record is forwarded outside of the county or when record was transferred to 6<sup>th</sup> grade in Craven County)
4. **Report Cards, in order highest grade to lowest grade**  
(Keep a copy of all Report Cards until the end of 8<sup>th</sup> grade)
5. **Scholastic Records**  
(Make sure all grades are written inside of cumulative folder)
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. **Home Language Survey**
9. **MTSS Purple Folders (if applicable)**
10. **Copies of formal communication to parents** (i.e. Retention Letter, Attendance Letter, etc.)
11. **Enrollment Forms**
12. **Copy of Birth Certificate**
13. **Photo Card**

14. **Student's Permanent Health Record Folder**
15. **Grades 5 mClass Home Connect Letter with EOY Data and Grades 6-8 aimsweb Plus Reading Scores Snapshot Report for Sprint (EOY) Period**
  - a. **8th grade teachers purge all but the 8th grade aimsweb Plus Reading Scores Snapshot Report**
16. **Grade 5-8 Aimsweb Plus Math Student Skills Plan Report for Spring (EOY) Period**
  - a. **8th grade teachers purge all but the 8th grade aimsweb Plus Math Skills Plan Report**