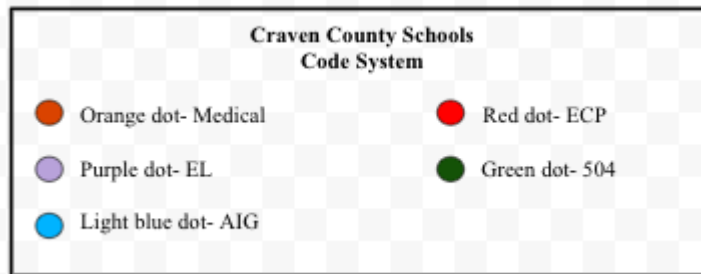


## CUMULATIVE FOLDERS CONTENT Elementary K-5



The following list details the content for the Elementary Cumulative Folders (including inactive folders).  
**\*Reminder, please do not staple any documents.**

Arrange in the order listed below:

- 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. Student Individual Attendance Report**  
(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** (All report cards need to be included)
- 5. School Progress Grades K-5** (All grades should be written on the inside cover of cumulative folder)
- 6. Standardized Test labels are all posted in the correct space inside the folder or score reports included (e.g., ACCESS for ELLS, WIDA Screener report, CogAT)**
- 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. K-5 mClass Home Connect Letter with EOY Data**
  - a. 5th grade teachers purge all except the 5th grade Home Connect letter**

- 16. K-2 EOY Developmental Writing Rubrics with EOY writing samples (include all 3 types-opinion, narrative, informational)**
  - a. 5th grade teachers purge all writing rubrics and samples**
- 17. K-2 EOY Microphase Spelling Inventory (include student sample)**
  - a. 5th grade teachers purge all spelling inventories**
- 18. K-2 NCDPI Math Summative Assessment**
  - a. 5th grade teachers purge all summative K-2 math assessments**
- 19. K-5 Aimsweb Plus Math Student Skills Plan Report for Spring (EOY) Period**
  - a. 5th grade teachers purge all Student Skills Plan Reports except 5th grade**