



Administrative Letter A018

Student Cumulative Folder Records

Student Cumulative Folder Records Reviewed and Updated April 2019

WCSD Cumulative Folder Records Order

| | Item | Procedure |
|---|--------------------------|---|
| 1 | ESL (blue folder) | -> Place in the front of the Cumulative Folder <ul style="list-style-type: none">• Ease of identifying ESL students and to maintain security of the re audit |
| 2 | Registration Form | -> Parents will register online (from home or at school) -> Registrar prints off completed form -> Parent/guardian will sign -> Place signed copy in Cumulative Folder |

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| 3 | Legal Documents | <p>May include:</p> <ul style="list-style-type: none"> -> Protective Orders -> Custodial Parent Documentation -> Guardianship -> DCFS -> Other Legal Documentation (Contact Students Services with questions) |
| 4 | Signed Parent Forms | -> Testing Opt-out Parent Request (Request given to Testing Director for then place in Cum folder at the end of the year.) |
| 5 | Transcripts from other districts | |
| 6 | Birth Certificate or other reliable proof of a student's identity and age together with an affidavit (statement made under oath and notarized) explaining why the birth certificate cannot be provided | <ul style="list-style-type: none"> -> Check to insure it is a legal certificate -> Only place 1 copy in Cumulative Folder |
| 7 | Immunization Cards (or signed Exemption Form) | <ul style="list-style-type: none"> -> Print immunization record from USIIS on pink cardstock. If immunization is not in USIIS, enter immunization information into PowerSchool, then print immunization record from PowerSchool on pink cardstock. -> Immunization record verified and signed by Registrar and placed in Cu |

Cumulative Folder Clarifications

| Item | Clarification |
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| Request from other districts or states | <p>Only send items listed on request form</p> <p>Retain Cumulative Folder (due to mobility and many students ret</p> <p>Move Cumulative Folder forward as a "dead file"</p> |

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| Dead Files | Move with the student's graduating class Default to largest feeder school |
| Health Care Plans, 504 Accommodation Plans, Parental Notification of Incident Forms, Acceleration and Retention | Records of Health Care Plans and 504 Accommodation Plans are kept separately on PowerSchool. Health Care Plans are also kept with the school nurse on Google Drive. |
| Report Cards | Record maintained separately on PowerSchool |
| Transcripts | Record maintained separately on PowerSchool. Can be printed when student is transferring to another district or state. |
| Test Scores | Record maintained separately on PowerSchool |
| McKinney-Vento Questionnaire | Maintained in a separate file and shredded at the end of the school year |
| Access Log | Maintain in a separate file a log of who is accessing information from the folders |
| Yellow HAL Folders | Record maintained separately on PowerSchool |