Washington County School District
121 West Tabernacle Street
Saint George, Utah 84770
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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 • 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

3	**Legal Documents**	May include: -> 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	-> Check to insure it is a legal certificate -> Only place 1 copy in Cumulative Folder
7	**Immunization Cards** (or signed Exemption Form)	-> Print immunization record from USIIS on pink cardstock. If immunizatio is not in USIIS, enter immunization information into PowerSchool, then pr immunization record from PowerSchool on pink cardstock. -> Immunization record verified and signed by Registrar and placed in Cu

Cumulative Folder Clarifications

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

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 ar separately on PowerSchool. Health Care Plans are also kept wit 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 scho
Access Log	Maintain in a separate file a log of who is accessing information t Folders
Yellow HAL Folders	Record maintained separately on PowerSchool