

STANDARD OPERATING PROCEDURE MAINTENANCE OF STUDENT CUMULATIVE FOLDERS

Purpose: To provide guidance and establish procedures for the maintenance of student cumulative folders.

Applicability: This guidance applies to all Kaiserslautern staff with responsibility for the maintenance of student cumulative folders.

Procedures:

1. An annual review of each student's cumulative folder should be made to ensure that essential information is a part of the folder and to remove any outdated or unnecessary information.
2. The following documents should remain in the student's cumulative folder until the student is no longer registered at the school:

Home Language Survey, Declination of Services (if appropriate)*
Publicity Permission Form
Internet Use Agreement
Medical Authorization/Power of Attorney
Standardized Test Information/Report Cards*
Yellow Reading Record (Elementary), SRI, DRA Scores*
Gifted education (Elementary School Blue Record Card)*

* These items are to remain in the folder if students exit one district school and enter another. (Example: Grade 5 to 6, Grade 8 to 9, etc.) NOTE: When students exit special programs such as ESL or Gifted, assessment information should be transferred to the cumulative folder.

3. None of these documents are to be maintained in the student registration folder and vice versa.
4. Items that should not be a part of the student's cumulative folder include:

Special education records
Suspension/expulsion records

A note can be placed in the student's cumulative folder that states, "Other student information may be found in another office in the school." No reference to special education services should appear in students' cumulative folders.

Controls:

Annual Review/Transfer of Cumulative Folders

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DR. DELL MCMULLEN
Superintendent