

Cumulative Record Procedures Cleveland County Schools

General Statements:

Classroom teachers will review their students' cumulative folders at the beginning of each school year. Items that need to be reviewed include, test scores, custody documents, medical information and other materials designated by the principal of the school.

Student reading, mathematics and writing portfolios are not to be stored in the cumulative folder.

Storage of all cumulative records shall be kept in a secure place designated by the principal. Cumulative records shall not be left in unlocked classrooms or offices where unauthorized persons may have easy access. Student records cannot be taken off the school campus.

The green cumulative record inspection log is to be signed by any individual who is not a school official and is authorized to review the cumulative record. The log will be maintained and monitored by the office staff. The inspection log shall be maintained in the front of the student's cumulative folder.

Schools may obtain blank cumulative folders and copies of the green inspection log from the Administrative Office.

A new cumulative folder will be completed for a new student to the Cleveland County School system. If a student returns to the Cleveland County School system, the original cumulative folder can be found at the school with the traveling set of inactive folders.

Microfilming of Student Records:

School staff in collaboration with county office administrators will determine a schedule for microfilming student records. Records will be microfilmed after a student graduates from high school.

Inactive folders will be sent with the student's grade level through the grades in the system and shall be filmed with the student's graduating class. Inactive folders are folders that belong to a student who moved outside of the Cleveland County School system in NC or to another school system in another state.

Items to be microfilmed shall be the student's transcript, the testing card and all sides of the cumulative folder.

After microfilming, student records shall be destroyed once its determined that copies meet archival standards.

Transfer of Cumulative Records to Other Schools

Within Cleveland County Schools:

Schools shall send the entire cumulative record to another school within the Cleveland County School system. Withdrawal and entry information will be recorded on the folder in the K-12 attendance section by the SIMS coordinator before a record is sent to a CCS school.

When a student transfers within the CCS system the following items should also be sent: ESL/LEP pink folder, Truancy Mediation red folder, report cards, reading, writing, and math portfolios, PEPs, health records, etc.

Outside Cleveland County Schools:

The cumulative folder, testing card, transcript, attendance information, health card, and current grades (report card) are the minimum to be **copied** and sent to a school outside of the Cleveland County School system.

The ESL/LEP pink folder and contents should also be copied and sent along with the cumulative folder to any school outside of the Cleveland County School system. By law, systems are required to send any LEP information that is available. Withdrawal and entry information will be recorded on the folder in the K-12 attendance section by the SIMS coordinator before a record is sent to a new school.

The inactive cumulative record will be kept at the county school and sent to middle and high school with the student's cohort. This folder will be microfilmed upon graduation of the student's cohort.

Completing the Cumulative Folder

Each principal shall designate the person(s) to complete all sections of the cumulative record.

Sections to be completed:

Student Personal Data – to be completed on all sides

Family Data

Grades – to be recorded from report card. Completed annually at the end of the school year. K-5: Final yearly average will be written on the record. Grades 6-8: Label will be placed on the record. Grades 9-12: Transcript will be placed in the record. Teachers will need to make a professional judgment in applying a summative grade to the cumulative record for each subject listed on the report card.

Photograph – Student photo will be placed on record annually if available.

K-12 Attendance- Completed annually using SIMS reports and information. SIMS coordinator will maintain entry, withdrawal and attendance information for students who enter or withdraw during the school year. Attendance for grades 9-12 will be on the transcript. Entry/withdrawal information will need to be completed for grades 9-12 on the record.

Test of Cognitive Skills – A label will be placed on the record for grades 3, 5, and 8.

Testing labels – A label will be placed on the testing card for grades 3-8.

Evaluation Indication Side: EC, 504 and LEP –To be completed, if appropriate, by the EC teacher, 504 coordinator and/or the ESL teacher.

Summer programs – To be completed by classroom or summer program teachers

Permanent Contents

Items will be placed in the cumulative record in the following order.

For grades K-5:

1. Green Inspection Log
2. Brigance Kindergarten Data Sheet
3. Permanent Health Record – Staple blue kindergarten health assessment and individual health plan to the health record. The principal or designee shall transfer or record all immunization information to the permanent health record. Please staple all immunization documentation to the permanent health record if available. Salmon color health records can be obtained from the Administrative Office.
4. Medications and Procedures Log
5. Copy of the child's legal birth certificate

General Statute 115C-364 states: The principal of any public school MAY require the parent or guardian of any child presented for admission for the first time to that school to furnish a certified copy of the child's birth certificate, which shall be furnished by the register of deeds of the county having on file the record of the birth of the child, or other satisfactory evident of date of birth.

Laurie Mesibov, Institute of Government, stated that the law requires that homeless children and LEP students must be enrolled regardless of birth documentation. The school system must make a reasonable attempt to secure a birth certificate to verify age. Students should not be sent home or not enrolled with a birth certificate.

6. Copy of social security card, if available.
7. Home Language Survey – This form should be completed upon initial enrollment to a Cleveland County School. One copy should be on file in the student's cumulative folder. A new form should NOT be completed at each school level- elementary, middle or high. Do NOT complete a form annually. Copies in English and Spanish can be found on the CCS webpage.
8. Testing Card – beginning at grade 3. Teachers shall place testing labels on testing card in order of test date. Principals are to keep on file a roster of test scores. Old testing cards and re-testing cards will be kept in the cumulative folder. Gray testing cards may be obtained from the Administrative Office.
9. Pink ESL Folder – Shall be maintained by the ESL teacher and stored in the cumulative folder annually. Folder contains IPT testing information and will be sent to the ESL director upon the student's graduation by the ESL

instructor. All other pink folders shall be sent to the ESL director upon exiting the ESL program.

10. Long Term Suspension and Expulsion notification letters should be kept on file in the cumulative folder. Bus suspensions will not be kept on file in the record.
11. Internet Denial Form should be on file for students whose parents deny the child's access. Elementary schools will file this document in the cumulative record. Principal or designee will keep form on file for middle and high schools. This form is completed annually and past forms can be discarded. Forms may be obtained from Administrative Office.
12. Report Card – the final copy of the report card will be kept on file for grades K-5.
13. SIMS Attendance Report 503 – SIMS will provide a copy of this report and will be kept on file in the cumulative record each year.
14. Permission to Publish Form – This form should be completed annually for each student and filed in the cumulative folder. This form may be obtained from the Administrative Office.
15. Fluoride Permission Form – Should be kept on file for participating schools.
16. Red Mediation/Attendance Folder
17. Other information required by the principal. If document is to be saved, please write “Do not remove until graduation.”

Shred the following documents at the end of 5th Grade:

- Brigance Kindergarten Data Sheet
- Fluoride permission Form – if available.

For Grades 6-12:

1. Green Inspection Log
2. Copy of child's legal birth certificate
General Statute 115C-364 states: The principal of any public school may require the parent or guardian of any child presented for admission for the first time to that school to furnish a certified copy of the child's birth certificate, which shall be furnished by the register of deeds of the county having on file the record of the birth of the child, or other satisfactory evident of date of birth.

Laurie Mesibov of the Institute of Government stated that the law requires that homeless children and ESL students must be enrolled regardless of birth documentation. She also stated the school system must make a reasonable attempt to secure a birth certificate to verify age of student upon enrollment. Students should not be sent home without one.

3. Copy of Social Security Card, if available
4. Home Language Survey
5. Permanent Health Record (Attach individual health plans to this)
6. Medication and Procedures Log

7. Testing card – teachers shall place testing labels on testing card in order of test date. Principals are to keep on file a roster of test scores. Old testing cards and re-testing cards will be kept in the cumulative folder.

High school EOC scores will be on transcript. Labels will not need to be placed on testing card. The high school shall keep a set of EOC class roster scores on file until student records are microfilmed. ACT and SAT labels can be discarded.

8. Pink ESL folder shall be maintained by ESL teacher and stored in the cumulative folder annually. Folder contains IPT testing information and will be sent to the ESL director upon the student's graduation.

9. Suspension and expulsion notification letter to parents should be kept in the cumulative folder. (Does not include bus suspensions)

10. High School Transcript – an updated copy should be placed in the folder annually

11. Internet denial form should be on file for students whose parents deny the child's access. Elementary schools will file this document in cumulative record. Principal or designee will keep on file for middle and high schools.

12. Permission to Publish form.

13. PEP

14. Other information required by the principal. Please write on documents to be saved: "Do not remove until graduation."

At Graduation Shred the Following:

- Birth certificate
- Home Language Survey
- Health Record - Medication and Procedures Log will be sent to the Student Health Services Director
- Social Security Card
- Internet Denial Form
- Permission to Publish Form
- Other Legal Documents
- Truancy/Mediation Folder
- Report Cards

Pink ESL folder must be sent to the ESL Director at student's graduation.

Medication and Procedures Log should be sent to system Health Services Director.

Where do I put the following?

Personal Education Plan – shall be kept inside the student's reading, math or writing portfolio in grades 3-5. In grades 6-8, PEPs are kept in the student's cumulative folder. At the end of grade 8, all PEPs shall be placed in a folder and delivered to the high school principal. High school PEPs are kept in the PEP storage with the PEP coordinator.

EOG Parent Report – Shall be sent home to the parent

Writing Parent Report – Shall be sent home to the parent

Partner in Education Agreement Contract – To be completed annually and filed in a separate folder, not in the cumulative folder. Title I students must have a copy of the agreement in a Title I file.

Fluoride Permission Form – Schools that are participating in the program should file the form in the cumulative folder. Shred form at the end of grade 5.

IEPs – IEP information should be on file in the EC dept. IEPs are not stored in the cumulative folder.

Student Accountability and Waiver Documents – Information should be filed by the principal or designee in a separate folder in the office. High school documents should be filed in the PEP portfolio folder.

Truancy Mediation Folder – Should be kept in a red folder and filed in the cumulative folder until graduation.

Transition to New Cumulative Folder – 2005 and beyond

During the 2005-2006 school year, teachers in grades K-8 in the former Kings Mountain and Shelby City Schools began using the new cumulative folder. Grades 1-8 transferred data to the new folders from the previous folders. Grades 9-12 continue to use the old folders and wait for the natural progression of new folders.

