

## **What should be in:**

### **Cumulative Folder Information**

- All information included in Permanent Record
- Standardized Test Results
- Health Information – Immunizations, Emergency Info. Health Plan
- IEP, 504, ELL, Response to Intervention (RTI)
- Discipline records – Expulsions, Suspensions
- Honors, Awards
- Report Cards – Enrollment Form
- Legal Documents
- Significant parental consents/refusals

### **Permanent Record**

- Basic Demographics
  - Name
  - Date of Birth
  - Gender
  - Race/Ethnic
  - Disability Status
  - Phone Number
  - Address
- Official Transcript
  - Report Cards
- Evidence of Attendance
- Grades in all courses and all grade levels
  - Elementary & Secondary
  - Post Secondary enrollment
  - Date of enrollment
  - Grade level completed
  - Year completed
- Voluntary Information
  - Immunizations
  - Achievement data/ITBS/ITED