

## **North Pacific Union Conference- Cumulative Record Folder Instructions**

### **Directions for Use of Folder**

- Establishing and maintaining Records:
  1. Initiation of this file is imperative at Kindergarten or First Grade.
  2. All records should be checked and brought up-to-date at the beginning and close of the school year or upon transfer.
  3. Changes and additions to data should be entered during school year as necessary.
- Pupil enters from a public school
  1. Have parent complete pupil enrollment form.
  2. Request transcripts and student records from last school attended.
  3. Transfer information received to new cumulative folder
  4. Record the annual summary of standardized test results and statements of grade level completion.
- Pupil enters from an SDA School
  1. Have parent complete pupil enrollment form
  2. Request cumulative records folder from last school attended.
  3. Add current school and teacher information
  4. Record the annual summary of standardized test results and statements of grade level completion.
- Forms included
  1. Health Forms ( immunization records)
  2. School Nurse records
  3. Student academic reports
  4. Attendance Records
  5. Standardized Tests.
- Forms not included (Maintained in Separate File) (These could be included in Cumulative, if they are removed before a copy of the cumulative file is send to new school).
  1. Personal notes or observations made by staff or teachers
  2. Student portfolios
  3. Disciplinary Records
  4. Records created or maintained by law enforcement
  5. Local school forms
  6. Anecdotal records
  7. Scholarship Records

### **Directions for Disposition of Folder:**

- **Pupil Transfers to another school:**
  1. Nonessential materials in folder are removed.
  2. Copy all essential documents.
  3. The name of the school to which the pupil is transferring is written on the upper left-hand corner of the form.
  4. Copy front and inside of cumulative folder.
  5. Send original cumulative folder and materials to new school
  6. Establish new plain folder with student name, keep copies of essentials documents and copies of front, and inside cum folder in A secure location at school.
  7. DO NOT SEND THE ENTIRE CUM FOLDER TO NEW SCHOOL WITHOUT MAKING COPIES!
- **School becomes part of a consolidation:**
  1. All cumulative folders and transcripts of record forms are to be transferred to the new school.
- **School is discontinued**
  1. All cumulative folders and transcripts of record forms are send to the local conference office of education.

### **Directions for Discarding the Folder:**

ELEMENTARY /MIDDLE SCHOOL/ HIGH SCHOOL CUMULATIVE STUDENT RECORDS ARE PERMANETLY KEPT!

### **PERMANENT STUDENT RECORDS:**

Elementary/Middle/High School permanent records are permanently kept or up to 75 years.

Permanent Record Information Includes:

- Attendance
- Report cards
- Health information
- Standardized test results
- Individualized Education Plans for students with disabilities
- Student's name, birthdate, parental information
- Grade level
- Major Disciplinary Behavioral Records; expulsion, suspension, and related information (until age 21)