

## CUM Folder Grouping and Entry Information Effective 2014-2015

- There are four major groupings within the cum folder. Those groupings may be placed in the folder in any order; however the contents of the grouping will be standard across the district.

### Grouping Category: **PERSONAL INFORMATION & RECORDS**

- **Access to records documentation**
  - Court documents or other documentation that notes who may and may not access the cum folder. Example – Court Order denying a biological parent educational rights
- **Request for Records**
  - Request for records general purposes form utilized by parents, students, etc. to request particular information from the cum folder. Example – Attendance records, Birth Certificate, Social Security Card.
  - T-Rex requests and general requests documentation will also be placed in this category.
- **Withdrawal Forms**
- **Home Language Survey (except LEP students, survey is kept in the Blue Folder)**
- **Birth Certificate or Proof of Identity**
  - *The vital statistics certified copy of the birth certificate is required for enrollment. The temporary birth certificate from the hospital is not acceptable proof of identity.*
- **Copy of Social Security Card**
  - Not mandatory, but we do request this from families. We cannot legally require the social security card.
  - If family chooses not to use social security number, the PIEMS number is printed on the transcript and all other school documentation.
- **Proof of Residency**
  - No cable bills!! Make sure you are only using those on the verified list for proof of residency.
  - Parent driver's license will be copied onto the proof of residency.

### Grouping Category: **STANDARDIZED TESTING RESULTS**

- **Score Reports**
  - Arranged all together ordered with most current testing on top through least current at back. (Do not group all TAKS together, all TELPAS together, etc. – keep in date order with most current on top.)
  - TELPAS writing samples should be kept in the back of the testing grouping but NOT stapled to the TELPAS score report. Should have the last 2 years of writing samples. ELI and SELI, Kathy Richardson (math assessment) should be kept at the elementary campus. DO NOT FORWARD TO MIDDLE SCHOOLS.
  - Gentle reminder – all certificates, coloring pages (?), and other extraneous information should be purged from the elementary folder before transferring to middle school.

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## Effective 2014-2015

### Grouping Category: ACADEMIC RECORDS

- **Report Cards**
  - Copies are grouped together with the most recent on top
- **Refusal Form**
- **Pre-K eligibility documents**

### Grouping Category: OTHER DOCUMENTS

- **Court Documents (except those concerning access to folder or discipline)**
- **Colored Folders**

### FOLDER COMPLETION

- **Demographic information to be completed**
  - Student name
  - Parent name
  - Date of Birth
  - Place of Birth
  - Male or Female
  - Student ID
- **Complete entry date and withdrawal date**
  - Entry date is the date student is enrolled on that particular campus.
  - Withdrawal date is the date student is un-enrolled or promoted to middle school or high school within our district.
  - It is not necessary to enter the entry date and withdrawal date each year the student is enrolled in school if the student remains on that campus.
- **Testing Information**
  - Stickers should be placed on the folders, but test scores do not need to be written on the folder.
  - Recognizing that labels sometimes arrive very late in the year, the priority is to make sure 8<sup>th</sup> grade (middle school) and 5<sup>th</sup> grade (elementary) are placed on the cum first. In the event that the cum folders are transferred prior to the arrival of the score labels, the labels will be sent to the appropriate campus as soon as they are received by the transferring campus.
- **Grades/Attendance**
  - It is no longer necessary to enter grades and attendance on the cum folder.

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The following documents are to be saved to the electronic records folder on the "O" drive for the 2014-2015 school year. These documents should not be printed going forward.

- **Occupational Survey**
- **Ethnicity Survey**
- **Enrollment Cards and Verification Forms**
- **SRQ**
- **Home Language Survey (hard copy should be placed in appropriate folder as well)**