

# ATTACHMENT F

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## Appropriate Contents of a Student's Cumulative Folder



Garland Independent School District

Department of Student Services and  
School Choice

# CONTENTS OF A STUDENT’S CUMULATIVE FOLDER

## *Foreword*

The information contained in this section is provided to clarify what the proper contents of a student’s cumulative record folder should be. *It is not intended that the contents listed here preclude any other documents from being placed in the student’s folder.* The goal is to make sure that if the documents listed exist for a child that they are contained in his/her folder. The retention periods referenced in this document are based on the current **Local Retention Schedule - SD issued** by the Texas State Library and Archives Commission and adopted by Garland ISD during the 2010-2011 school year.

In referencing a student’s cumulative folder, it is permissible for special population records (i.e., special education, language acquisition or health services) to be contained in a separate binder and still remain a part of the student’s cumulative record file.

A color-coded legend is provided with the listings to assist schools in knowing the retention period of particular documents. The legend also contains symbols for the different retention periods so that if a school prints the document and does not have a color printer the symbols will help distinguish the different retention periods.

## CONTENTS

<b>APPROPRIATE CONTENT OF A STUDENT’S CUMULATIVE RECORD FOLDER</b> .....	3
<b>Miscellaneous Documents:</b> .....	3
<b>Academic Documents:</b> .....	3
<b>Special Population Documents:</b> .....	4
<b>Health Service Documents:</b> .....	5
<b>Student Information Documents:</b> .....	5
<b>ORGANIZATIONAL STRUCTURE OF SPECIAL EDUCATION FOLDER</b> .....	6
<b>Section I – Initial Referral Data (Yellow)</b> .....	7
<b>Section II – Parent Contact/Consents/Rights Receipts (Pink)</b> .....	7
<b>Section III – Nurse Report/Medical OT/PT Information (Goldenrod)</b> .....	8
<b>Section IV – Full and Individual Evaluation (Blue)</b> .....	8
<b>Section V – ARD/IEP (Red)</b> .....	9
<b>Section VI – Progress Reports (Green)</b> .....	10
<b>Section VII – Miscellaneous (Salmon)</b> .....	11
<b>Section VIII – Transition Services (Purple)</b> .....	11
<b>ORGANIZATIONAL STRUCTURE BILINGUAL/ESL CUMULATIVE RECORD</b> .....	12
<b>ORGANIZATIONAL STRUCTURE OF GREEN LPAC FOLDER</b> .....	12
<b>STANDARDIZED TESTS AND MEASUREMENT LABELS</b> .....	14
<b>COMPLIANCE FOLDERS</b> .....	15
<b>DISTRICT PROCEDURE FOR DESTRUCTION OF RECORDS</b> .....	16

## APPROPRIATE CONTENT OF A STUDENT'S CUMULATIVE RECORD FOLDER

As an aide to schools, documents that have a retention life longer than "as administratively valuable" have their retention period noted by a color-coded legend. The legend is at the bottom of the page. It contains both a color code and symbol designation so that if schools print the document without use of a color printer they will still be able to know the retention period for the document.

### MISCELLANEOUS DOCUMENTS:

1. Record of Access form [SP-954] (Date of W/D + 2 years)
2. #Birth certificate or other document suitable as proof of the child's identity/age (mandatory Kinder through Second grade) (Date of W/D + 2 years)
3. #Garland ISD Enrollment form [SP-999] (Date of W/D + 5 years)
4. Proof of residency document - US
5. +Copy of student's social security card (Date of W/D +5 years)
6. +Custody documents (i.e., guardianship, conservatorship, power of attorney or affidavit form until the student is 18 years of age or superseded [SP-1010])
7. Parental signature form regarding Discipline Management Plan (most current form) - US
8. ^+Parent permission documents to engage in activities or programs (cessation of participation + 2 years)

### ACADEMIC DOCUMENTS:

9. \*Academic Achievement Record (AAR) for grades 9-12 (permanent information)
10. High school student's four-year plan (Date of W/D + 2 years)
11. #End-of year report card for middle school student {including summer school} (cessation of enrollment + 5 years)
12. /End-of-year report card for grades PreK thru 5th {including summer school}(1 year if SP-907 contains that year's grades)
13. #Garland ISD Elementary Student Record form [SP-907] {if filled use SP-992}(cessation of enrollment plus 5 years)
14. +Withdrawal forms, grades PK-8<sup>th</sup> (Date of W/D +5 years, \*standardized test scores from other schools/districts (Date of W/D + 5 years)
15. #Student Testing Record form [SP-992] (grades 9-12 permanent / grades PK-8<sup>th</sup> cessation of enrollment plus five (5) years)
16. #Prekindergarten Cognitive and Language tests of the Center for Improving the Readiness of Children for Learning and Evaluation (CIRCLE) (Date of W/D +5 years)  
#Kindergarten Fall and Spring Assessment summary pages (Date of W/D + 5 years)  
#TPRI Inventory summary page for Grades Kinder, 1<sup>st</sup>, and 2<sup>nd</sup> (Date of W/D + 5 years)

Legend of retention: (\*) Permanent (#) five years (<) three years (>) three years (^) two years (/) one year (+) if applicable

#Notification “Grade 2 Child’s Progress in Reading & Summary of Diagnostic Reading Inventory Results” [TEA Form 12] (Date of W/D +5 years)

17. +Accelerated Instruction Plan for Grades 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 8<sup>th</sup> (in blue folder) Date of W/D +5 years
18. +Documentation for the Student Success Initiative/Grade Placement Committee Grades 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 8<sup>th</sup> (in blue folder) (Date of W/D +5 years)
19. +Elementary and secondary parent notification of the GISD Reading/Math Intervention Program
20. /Most recent Choice of School form US

### SPECIAL POPULATION DOCUMENTS:

21. #+Special Education student documents (kept in Sp Ed folder: see folder’s organizational structure on page 3)
22. #+LEP student documents (kept in LEP folder: see folder’s organizational structure and retention on page 9)
23. <+Gifted and Talented student profile matrix (cessation of service +5 years)
24. +Title I parent notification of student selection to participate in Title I program
25. #+Homeless student online affirmation form (cessation of enrollment + 5 years)
26. +SST Folder [SP-1070] or SST Referral Checklist form [SP-1038] (cessation of enrollment + 5 years)
27. +PSM Worksheet [SP-1068] (cessation of enrollment + 5 years)
28. +Documentation of Interventions Implemented [SP-1069] (cessation of enrollment + 5 years)
29. +SST Referral form [SP-1029] (for special ed referral see special ed folder)
30. +SST Data Report form [SP-909] (for special ed referral see special ed folder)
31. +SST Request for Parental Information form [SP-914] (for special ed referral see special ed folder)
32. +SST Parental Notification Letter form [SP-915]
33. +SST Action Plan [SP-910]
34. +SST Recommendations form [SP-1032]
35. +SST Environmental, Cultural, and Economic Checklist form [SP-1033] (may be contained in special ed folder)
36. +Teacher Survey of Student Performance and Behavior form [SP-1050] (may be contained in special ed folder)
37. +Parent Survey of Student Behavior form [SP-1051] (may be found in the special ed folder)
38. +Review of Student Behavior: Manifestation Determination form [SP-912] (for special ed referral see special ed folder)
39. #+Section 504 Parental Notification Letter form [SP-1030] (cessation of service +5 years)
40. #+Section 504 Individual Adaptation Plan form [SPS-2013] (cessation of service + 5 years)
41. #+Section 504 Doctor Verification of Need for GEH Services-Medical [S-GEH-971A] (cessation of service + 5 years)
42. #+Section 504 Doctor Verification of Need for GEH Services-Psychological [S-GEH-1044] (cessation of service + 5 years)
43. #+Section 504 GEH Placement Review [GEH-001] (cessation of service +5 years)
44. #+Section 504 GEH Parent Responsibilities Agreement Form [GEH-004] (cessation of service + 5 years)

Legend: (\*) Permanent (#) cessation + five years (<) five years (>) three years (^) two years (/) one year (+) if applicable

45. #+Section 504 GEH Committee Written Plan & Checklist [GEH-008] [\(cessation of service + 5 years\)](#)
46. #+Section 504 GEH Committee Written Plan & Checklist [GEH-008] [\(cessation of service +5 years\)](#)
47. #+Section 504 Parental Consent for Initial Evaluation form [SP-1054] [\(cessation of service + 5 years\)](#)
48. <+Dyslexia Consent for Assessment form [DYS-007] [\(cessation of service + 5 years\)](#)
49. <+Request for Dyslexia Assessment form [DYS-009] [\(cessation of service + 5 years\)](#)
50. <+Dyslexia Screening Profile form [DYS-002] [\(cessation of service + 5 years\)](#)
51. <+Consent for Initiation of Dyslexia Services form [DYS-008] [\(cessation of service + 5 years\)](#)

#### HEALTH SERVICE DOCUMENTS:

52. ^Cumulative Health Record [SH-850] {if enrolled prior to the 2003-04 school year} [\(cessation of enrollment plus 2 years\)](#)  
[starting with 2003-04 school year, cumulative health records are on the computer]
53. ^+Original copy of document for exemption from immunization [\(cessation of enrollment plus 2 years\)](#)

#### STUDENT INFORMATION DOCUMENTS:

54. +Parent/\*student consent for information disclosure [\(keep parent consent until student is 18/student consent permanent\)](#)
55. ^+Parent/student statement objecting to or a request to amend student's record [\(keep for 2 years from request\)](#)
56. ^+District response to parent/student objection or request to amend content within the student's record [\(keep for 2 years\)](#)
57. +Parent/student statement regarding contested information (keep as long as the record with protested information is kept)
58. +Parent request of retention (if student would have otherwise been promoted)

Legend: (\*) Permanent (#) cessation + five years (<) five years (>) three years (^) two years (/) one year (+) if applicable

## ORGANIZATIONAL STRUCTURE OF SPECIAL EDUCATION FOLDER

The retention period for special education records pertaining to referral, assessment, reevaluation, eligibility, ARD activity, transitional planning committee decisions, IEP, transition plans, parental consent forms for testing, placement are to be kept from cessation of service + 5 years.

Contents of the “Red Folder” that should be filed in front of the Special Education folder:

BIP .....	(S-SE-1183A)
Behavioral Strategies .....	(S-SE-1197A)
1. Updated goals and objectives documents that have been initialed and dated	
2. State Assessment Determinator .....	S-SE-936A
3. Schedule of services page .....	S-SE-937A, S-SE-938A, and S-SE 939A
4. Student Support Services page .....	S-SE-1070A
5. Roadmap	
6. Red Folder Summary .....	(SEF-823)
7. Review 360 end of year summary report	
8. Aimsweb Progress Report	
9. +Psychological recommendations	
10. +BA/BASE/ABC Student Summary Sheet .....	S-SE-711A
11. +Speech therapy logs	
12. +FBA/BIP .....	S-SE-1183A
13. +Behavior Intervention Strategies .....	S-SE-1197A

Legend: (\*) Permanent (#) cessation + five years (<) five years (>) three years (^) two years (/) one year (+) if applicable

**Special Education folders should contain the following sections. Each section should be organized with the most current information on top. ARD documents should be stapled together by meeting date.**

**SECTION I – INITIAL REFERRAL DATA (YELLOW)**

Discipline records, if applicable, for Initial Referral  
 #Assistive Technology Checklist for Toddlers ..... S-SE-1201A pages 1&2  
 #Observation Record for Initial Referral .....S-SE-925A  
 Preschool Program for Children with Disabilities (PPCD) Referral Info .....S-SE-1137A  
 Student Support Team Data Report .....SP-909  
 Student Support Team Referral form .....SP-1029  
 Teacher documentation of Behaviors for Initial Referral (logs, baselines, observations, etc.)  
 Documentation of Interventions Implemented for Initial Referral .....S-SE1157A  
 Teacher’s Survey of Student Behavior, if applicable, for Initial Referral .....S-SE-1092A  
 \* Any of the above information collected for a student already receiving special ed services should be filed in Section VI, Progress Report section

**SECTION II – PARENT CONTACT/CONSENTS/RIGHTS RECEIPTS (PINK)**

Copies of Guardian/Managing Conservatorship papers  
 Consent for Full and Individual Evaluation .....S-SE-1049A  
 Consent for Release of Confidential Information .....S-SE-1054A  
 Consent for Release of Confidential Information (VI) .....S-SE-1048A  
 Consent for Release of Confidential Information: Student with Deaf/Blindness .....S-SE-1050A  
 Initial OT/PT to Parents and Physicians.....S-SE-867  
 Homebound Parent Agreement form .....S-SE-969A  
 Interagency Release of Authorization.....S-SE-835  
 Language Preference form .....S-SE-1212A  
 Miscellaneous Contacts/Correspondence with parent  
 Notice/Consent for Initial Placement .....S-SE-1053A  
 Notice of Denial of Surrogate Parent Assignment for Foster Parent.....S-SE-870  
 Notice of Proposal/Refusal to Provide Services in Regard to Identification, Evaluation and Placement .....S-SE-1109A  
 Notice of Aspiration Risks .....S-SE-1211A  
 OT/PT Parent Information .....S-SE-1045A  
 Parent Letter (Hearing Screening) .....S-SE-972A  
 Release for Orientation, Mobility Services and Travel .....S-SE-1207A  
 Request for Parental Information (RPI) .....SP-914

Parent Letter Consent to conduct reevaluation .....	S-SE-1185A
Parent Letter that Meeting was Held/Additional Information .....	S-SE-1186A
Parent Survey of Student Behavior .....	S-SE-1091A/SP-1051
Ready, Willing and Able Letter.....	S-SE-825
Receipt for Explanation of Procedural Safeguards .....	S-SE-1159A
Surrogate and Foster Parent Verification and Special Ed Training .....	S-SE-1224A

**SECTION III – NURSE REPORT/MEDICAL OT/PT INFORMATION (GOLDENROD)**

Attending Physician Diagnostic Information Report .....	S-SE-1221A
Audiological Evaluation .....	S-SE-1172A
Audiological Report (for AI)	
Correspondence from Physicians	
Eye Examination Report .....	S-SE-1041A
Eye Examination Addendum .....	S-SE-1081A
Hearing Testing Results .....	S-SE-1171A
Medical Clearance for Use of FM System .....	S-SE-1132A
Miscellaneous Medical/Nursing Reports	
Notice of Annual OT/PT Medical Approval .....	S-SE-1056A
Nurse Report for Special Education (findings of form SH-853).....	SH-882
Otological Report (for AI) .....	S-SE-1155A
OT/PT Medical Referral form .....	S-SE-1046A
Physician’s Instructions for Special Diet .....	S-SE-1136A
Physician’s Report for Voice Referral .....	S-SE-1009A
Written Report of Disability: Auditorially Impaired (Part B) .....	S-SE-1138A pages 1-2
Written Report of Disability: Orthopedically Impaired .....	S-SE-1068A
Written Report of Disability: Other Health Impaired .....	S-SE-1069A
Written Report of Disability: Related Services/ School Health Services .....	S-SE-1223A
Written Report of Disability: Traumatic Brain Injury .....	S-SE-1150A

**SECTION IV – FULL AND INDIVIDUAL EVALUATION (BLUE)**

FIE Report	
Present Competences .....	S-SE-1194A
Locally Determined Alternate Assessment .....	S-SE-1181A
Miscellaneous Vocational Assessment Reports	
Written Report of Disability-Autism .....	S-SE-1036A



Notices of FIE .....	S-SE-1026A
Occupational Therapy and/or Physical Therapy Screening of Functional School Skills .....	S-SE-1227A
O&M Assessment Report (Region 10)	
Written Report of Disability: Emotional Disturbance.....	S-SE-621
Psychological Summary form .....	S-SE-1098A pages 1-2
Time Line Extension Justification .....	S-SE-1110A
Written Report of Disability: Deaf-Blindness .....	S-SE-1162A
Written Report of Disability: Learning Disabled .....	S-SE-1034A Pages 1-2 M1
Written Report of Disability: Learning Disabled .....	S-SE- 1034APages 1-3 M2
Written Report of Disability: Mentally Retarded .....	S-SE-1149A
Written Report of Disability: Multiple Disabilities .....	S-SE-1035A

**SECTION V – ARD/IEP (RED)**

ARD/IEP Committee Report .....	S-SE-931A
Goals and Objectives-Computerized or Handwritten .....	S-SE-932A
Visual Impairment Supplement.....	S-SE-1139A
Autism-Additional Requirements .....	S-SE-1043A
Auditory Impairment Supplement.....	S-SE-1226A
Autism- Parent Training Documentation for In-home Training .....	S-SE-1168A
Behavior Intervention Strategies .....	S-SE-1197A
Behavior Intervention Plan .....	S-SE-1183A
Manifestation Determination .....	SP-912
Student Support Services .....	S-SE-1070A
Transportation Eligibility .....	S-SE-949A
ESY Services Data Collection Entry Review .....	S-SE-1085A
Extended School Year Service Plan .....	S-SE-1080A
Request for Evaluation/Support Service .....	S-SE-967A
Prior Written Notice in Regard to Identification/Evaluation/Placement or FAPE.....	S-SE-1109A
LIFE Program Tentative 4 Year Plan .....	S-SE-195A
Brief ARD .....	S-SE-930A
Documentation of Review of Behavior Intervention Plan .....	S-SE-1206A
Documentation of Use of Restrictive Time Out Procedures.....	S-SE-855A
Record of Information for Temporary Placement .....	S-SE-1004A
Notice of ARD Committee Meeting .....	S-SE-933A
Parent Letter- Unable to attend meeting .....	S-SE-1184A
Temporary Placement ARD/IEP Committee Report for Transfer/New/Returning Student .....	S-SE-1128A

Transportation Services Waiver .....	S-SE-1153A
ARD Committee Report Review of Existing Evaluation Data .....	S-SE-187A
Evaluation Plan .....	S-SE-1190A
FIE Based on Review of Existing Evaluation Data .....	S-SE-1192A
Graduation Plan .....	S-SE-940A
Notice of Service Plan Meeting .....	S-SE-200A
Parentally Placed Child Services Plan .....	S-SE-205A
Review of Attendance .....	S-SE-942A
Schedule of Services (Elementary) .....	S-SE-938A
Schedule of Services (PPCD) .....	S-SE-937A
Schedule of Services (Secondary) .....	S-SE-939A
State/Local Assessment Determination .....	S-SE-936A
Transition Services .....	S-SE-935A
Incident Reports.....	S-SE-1175A
<u>Minutes Page</u> .....	S-SE-941A

## **SECTION VI – PROGRESS REPORTS (GREEN)**

IEP Progress Reports (not more than two years old)	
Behavior Adjustment Tracking Sheet .....	S-SE-1174A
Coordinated Student Progress Report Check .....	S-SE-1062A
Collaborative Summary Report.....	S-SE-788
Data Collection Information for Extended Year Services	
Documentation of Interventions Implemented .....	S-SE-1157A
ESY Services Data Collection form .....	S-SE-1099A pages 1-2
Homebound Worksheet .....	S-SE-1089A
PPCD Progress Report (Kindergarten) .....	S-SE-1059A
Preschool Evaluation for Garland Students (PEGS) Profile 1 .....	S-SE-1191A pages 1-2
Re-evaluation Referral Data	
Secondary Coordinated Student Progress Check .....	S-SE-1062A
Speech Language and Hearing Therapy Daily Log .....	S-SE-960A
Speech Therapy Progress Report .....	S-SE-724A
Teacher’s Documentation with Grade Review .....	S-SE-945A
VAC Cooperative Work-Study Program Employer Six Weeks Evaluation .....	S-SE-934A
Vocational Assessment (Functional) .....	S-SE-1131A
Vision O&M Service Consultation form .....	S-SE-1225A
Other Data Collection Information, if applicable	

Other progress reports, if applicable

## **SECTION VII – MISCELLANEOUS (SALMON)**

Other Miscellaneous Significant Information

Other Student Schedule and Credit Profiles

## **SECTION VIII – TRANSITION SERVICES (PURPLE)**

Agency Eligibility Letter

All About Me Page

ASVAB

Copy of State ID

Credit Profiles

Employer Evaluations

Employment History

Informal Transition Assessments

Kuder Results

Learning Working Styles Inventory

Marketable Skills Data Collection

Military Information

Navigational Assessment

Parent Interview Questionnaire

PAS – (Pre-Vocational Assessment Screen)

Person Centered Plan

Post Secondary Education Acceptance Letter

Resume

Selective Service Registration Confirmation

SSI Information

Transition Pathway

Vocational Assessment (Functional) and Summary

Voc TIES

**Legend: (\*) Permanent (#) cessation + five years (<) five years (>) three years (^) two years (/) one year (+) if applicable**

## ORGANIZATIONAL STRUCTURE BILINGUAL/ESL CUMULATIVE RECORD

### ORGANIZATIONAL STRUCTURE OF GREEN LPAC FOLDER

**The retention period for ELL documents that pertain to initial referral, receiving bilingual or special language services, recommendations from parents/teachers for bilingual instruction, parental consent forms, denial of service, language proficiency assessment committee (LPAC) decisions, exit reports, follow-up studies are to be kept from cessation of service + 5 years.**

LEP folders are YELLOW (prior to fall 2003) or GREEN (beginning with fall 2003). Each section should be organized with the most current information on top.

IDENTIFICATION OF STUDENT AS AN ELL	LPAC TESTING DECISION (for each YR in BE or ESL)	LPAC ANNUAL REVIEW (for each YR in BE or ESL)
Home Language Survey (enrollment card)	Student History Worksheet	LPAC Annual Review/Continuing [TR516]
English OLPT Test Booklet	LPAC Testing Decision - STAAR [TR516]	
Spanish OLPT Test Booklet (Spanish-speaking only)	LPAC Linguistic Accommodations - STAAR	
ITBS (Gr.2-8) or ITED (Gr.9-12) Booklet	ELL Special Provisions Form – STAAR EOC	
LPAC Initial Classification Form [E-2042 or SP1062]	LPAC Testing Decision – TAKS*	
Parent Permission Form – BE [E-2057]	LPAC LEP Exemption – TAKS*	
Parent Permission Form – ESL [E-2055/56]	* Not applicable to students first enrolled in Grade 9 or below in 2011-2012 school year	
Parent Denial Form – BE/ESL [E-2100]		
LPAC EXIT	LPAC TWO-YEAR MONITORING (2 YRS following exit)	LPAC RE-CLASSIFICATION
LPAC Annual Review/Exit [TR516]	LPAC Two-Year Monitoring [TR516]	LPAC Re-Classification [TR516]
Parent Notification of Exit [E-610]	LPAC Grade Cycle Monitoring Documentation	Parent Permission Re-Classification – BE [E-2057]

LPAC EXIT	LPAC TWO-YEAR MONITORING (2 YRS following exit)	LPAC RE-CLASSIFICATION
		Parent Permission Re-Classification – ESL [E-2055/56]
PARENTAL AUTHORITY	ELL STATEWIDE ASSESSMENTS	
Parent-initiated re-enrollment or withdrawal from BE or ESL [E-1055]	TELPAS Confidential Student Record	
	Five (5) Writing Samples (Gr.1-12) most recent 2 YRS	

## STANDARDIZED TESTS AND MEASUREMENT LABELS

Many standardized tests and measurement results come to the district in label format. Below is a list of test and measure results that require schools to affix a label to the student's testing card located in his or her cumulative folder. The number of labels that a student's folder may contain is dependent upon the student's age, grade, educational tract, and the frequency of certain tests and measures.

**Test and academic measurement results that are not recorded into a student's AAR for grades 9-12 must be retained permanently via testing labels affixed to the SP-906 form. Test and measurement results for grades PK through 8<sup>th</sup> must be kept on file from cessation of service + 5 years.** The following tests and measures require the attachment of a label to a student's testing card located in their cumulative record folder.

### ELEMENTARY TEST AND MEASUREMENT LABELS:

1. STAAR (State of Texas Assessment of Academic Readiness) results for grades 3 through 5 (TAKS results prior to STAAR)
2. State-Developed Alternative Assessment results for special education students in grades 3 through 5 (last given in 06-07)
3. Iowa Tests of Basic Skills results for grades 1 through 5 (1,2, and 5 only beginning in 06-07) K,1,3,5 beginning 2012-13
4. Cognitive Abilities Test for grades 2 and 5 (5<sup>th</sup> only beginning in 06-07) NNAT-2 K&I
5. Texas English Language Proficiency Observation Protocol for LEP students in grades 1 through 5 (begins 8/04)  
(TELPAS K-5 beginning in 07-08)
6. Logramos results for Bilingual students in grades Kinder through 3 (K-2 only in 07-08) K,1,3 beginning 2012-13
7. Reading and Math Intervention stickers

### MIDDLE SCHOOL TEST AND MEASUREMENT LABELS:

8. STAAR results for grades 6 through 8 (TAKS results prior to STAAR)
9. State-Developed Alternative Assessment results for special education students in grades 6 through 8 (last given in 06-07)
10. Iowa Tests of Basic Skills for grade 6-8 (beginning Fall of 2004 grades 6 and 8 only) (8<sup>th</sup> only beginning in 06-07)
11. Cognitive Abilities Test for grade 8 (Fall of 2003 is last administration of this test for this grade) (last given in 06-07)
12. Texas English Language Proficiency Observation Protocol for LEP students in grades 6 through 8 (begins 8/04)

### HIGH SCHOOL TEST AND MEASUREMENT LABELS:

13. Texas Assessment of Knowledge and Skills results for grades 9 through 11 (TAAS results prior to TAKS) (TAKS Retest for grade 12 as needed)
14. ACT Explore grade 8 only beginning 2012-13
15. STAAR EOC (last given 06-07)

16. ACT Plan – grade 10 only beginning 2012-13
17. Texas English Language Proficiency Observation Protocol for LEP students in grades 9 through 12 (begins 8/04) TELPAS
18. Career Survey label
19. Preliminary Standardized Aptitude Test (PSAT)
20. Standardized Aptitude Test (SAT)
21. American College Test (ACT)

## **COMPLIANCE FOLDERS**

**In an effort to keep all documentation in an audit ready format, several departments have requested that certain documents be maintained in separate folders. Even though each of the documents has its own retention period, once it is included in the appropriate folder, the recommended retention period becomes [cessation of service + 5 years](#).**

### AIP AND GPC DOCUMENTATION (BLUE FOLDERS)

1. Parent notification letters that their student failed the 5 & 8 STAAR
2. Invitations to attend the Grade Placement Committee (GPC) Meetings and replies from parents
3. GPC Minutes
4. Accelerated Instruction Plans (AIPs) after 2nd and 3rd Failure and then updates to these plans as they are carried out
5. Parent waivers if they don't want their kids to test a 3rd time
6. Parent Appeals so their child can be considered for promotion despite failing TAKS
7. Notifications of GPC decisions

### WITHDRAWAL FOLDERS (PURPLE FOLDERS)

1. Parent notification letters that their student failed the TAKS

## **DISTRICT PROCEDURE FOR DESTRUCTION OF RECORDS**

**Student records with personally identifiable information on them should be properly destroyed. The best option is to always have the records shredded. The procedures for destruction of records can be found on the Intranet under the Purchasing Department. You can access these documents by following these instructions:**

- Go the Intranet
- Click on Bids
- Click on Search/Print
- Scroll down to Shredding Equipment and Services and click

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