

**Lawrence Public Schools  
Lawrence, Massachusetts**

**Procedures for Maintaining Cumulative Folders/Record Cards**

Every student in the school system must have a cumulative record folder, which contains data as to their history in the Lawrence Public Schools. With increased computerization, the need to maintain as many student record cards has been reduced. Currently, the components of the cumulative record are:

- 1) Cumulative Folder
- 2) Cumulative Record Card (Transcript at LHS)
- 3) White Office Card
- 4) Emergency Contact Form

The Cumulative Folder and Record Card are the temporary record and must be maintained for five (5) years after a student graduates or leaves the district, unless the record is provided to the student upon graduation from high school. The Cumulative Folder and Record Card remain at the school that the student last attended until the records are able to be destroyed. Any cumulative folders that you have on site, which exceed the five year requirement, should be shredded after due notification to the individual that you will be destroying their temporary record card. The district will do this annually through a newspaper notice and notification on Channel 10. Individuals will be given a deadline to come in and pick up their records before they will be shredded. **Prior to shredding, make sure that you have removed the White Office Card from the Folder as that is our permanent record card.**

The White Office card is the permanent record of a student's history in the Lawrence Public Schools and must be kept for (sixty) 60 years by the school that the student last attended. This is the official record that will be provided for individuals requesting information as to their enrollment in the Lawrence Public Schools after the five year temporary record has been destroyed. **The White Office Card should only be placed in a cumulative folder for a child transferring to another Lawrence Public School. If the child leaves the district, then the card is kept at the last school attended as the permanent record.**

The Emergency Contact Form is completed annually by the parent to provide the school with current emergency contact information. These forms are kept in the Main Office and are not part of the cumulative record folder.

It is critical that information on the student record is maintained on a regular basis and kept current as this information may be requested or subpoenaed at any time and we are under strict timelines for compliance with such requests.

Given that the cumulative record is a legal document, all permanent entries on the record cards are to be made in BLACK INK. The following is the procedures to be used in maintaining information for student record documents:

### 1) Cumulative Folder

- ❖ Complete the front of the folder in BLACK INK
  - Student ID # should be the local CIMS number
  - Date of Birth is recorded year/month/day (1998/5/20)
- ❖ Any individual who reviews a student's cumulative folder must sign in on the Inspection Log in Black Ink
- ❖ The cumulative folder should be completed when a student enters the district

The following items should be kept as part of the cumulative record folder:

- FST packet if no referral was made for additional services or if the student is in process of an evaluation
- A current I.E.P. or I.A.P. (504 Plan)
- Current Student Success Plan
- Most current teacher assessment sheets from assessment binders
- Language Proficiency Testing – summary sheet only
- Printed test results if no labels are available for placement on the cumulative card
- Most recent Progress Report or Report Card
- Cumulative Record Card
- White Office Card – **ONLY IF A TRANSFER IN DISTRICT**

The following items **should not** be in the cumulative folder:

- Psychological or Medical Reports
- Personal Notes – parent or teacher
- Test Booklets or Protocols
- Old I.E.P.'s or I.A.P.'s
- Past years of report cards
- Filed 51A's
- Discipline Information
- Medical Information

**NOTE:** Under Educational Reform and No Child Left Behind, you are required to maintain a Discipline Record on all students. In Lawrence, this is done via a computer database. When records are requested by another district, a copy of the student's record needs to be printed out and sent with the other records. This information is not part of the Cumulative Folder.

### 2) Cumulative Record Card

This card is the principal source of information for a student as they move between schools and/or districts. This card must always be kept up to date and remain in the

Cumulative Folder. The Cumulative Folder and Cumulative Record Card must be kept for five (5) years after a student graduates or moves out of the district. Currently, Lawrence High School is providing a graduate with their cumulative folder upon receipt of their diploma.

When you receive a new student, the front of the cumulative record card should be completed in BLACK INK (unless otherwise noted) as follows:

Top Section:

- Name
- Parent/Guardian Name
- Home Address (in pencil)
- Telephone Number (in pencil)
- Language of the Home
- SASID Number
- CIMS ID Number
- Gender ( M / F )
- Date of Birth (Year/Month/Day)
- Place of Birth

Bottom Section:

- School Year (2013-2014)
- Grade Level
- School Name (in pencil until end of school year)
- Teacher (in pencil until end of school year) – this is the homeroom teacher

Each year, one line of the cumulative record should be completed if a student stays in the same school. If a student moves to another teacher during the school year, a notation of the move should go on the back of the card under Memoranda. If a student moves to another school in the district, then the line should be completed by the sending teacher and a new line begun by the receiving teacher.

Middle Section:

- Date and Address Change
- Date, transfer from location, grade, transferred to location, grade

This section is completed only when changes occur in student address or the student transfers to a new location. This information should be completed by the sending school and reviewed by the receiving school. An additional sheet for address changes and transfers will be sent out for duplication as the number of spaces is limited on the Cumulative Card.

**The classroom teacher should complete the bottom portion of the card, using listed codes where appropriate, as follows:**



**Achievement Codes:**

**Preschool/Kindergarten**    **E = Emerging**    **D = Developing**    **P = Proficient**  
**Elementary/Middle School**    **A = 90-100**    **B = 80-89**    **C = 70-79**  
   **D = 60-69**    **F = Below 60**

**Performance Codes:**

**All Levels**    **E = Excellent**    **S = Satisfactory**  
   **N = Needs Improvement**    **U = Unsatisfactory**

**Program Codes:**

**All Levels**    **0 = General Education**  
   **1 = English Language Learner**  
   **2 = Special Education**  
   **3 = English Language Learner and Special Education**

**Special Services Codes:**

**All Levels**    **ASE = Academic Support ELA**    **ASM = Academic Support Math**  
   **IHP = Individual Health Care Plan**    **IAP = 504 Services Plan**

**At the end of the year and/or within 48 hours of when a student transfers out of the school (in BLACK INK):**

- School Name (change to ink)
- Teacher Name (change to ink) -
- Reading Level – this is the grade level at which the child reads. This should be obtained by converting the lexile or DRA level to a grade equivalent (if you need help with this, see your SFA Facilitator)
- Reading Achievement \*
- Writing Achievement \*
- Mathematics Achievement \*
- History & Social Science Achievement \*
- Science, Technology, & Engineering Achievement \*
- Arts (Music, Art, Drama, Etc.) Achievement \*
- Health & Physical Fitness Achievement \*
- Conduct Performance
- Effort Performance
- Attendance: Absences (Number of Absences / Number of Days Enrolled) – same reporting as on Report Card
- Attendance: Number of Tardies
- Program Code
- Special Services Code (if applicable) \*\*

**\* Achievement Code – reflects the overall achievement performance for the full year (or time period that the child was in the class), not simply the final quarter grade. Grades must be used for all curriculum framework areas.**

**\*\* Special Service Codes – a student may have multiple codes based on the services that he/she received during the school year. Academic Support Codes (ASE or ASM) should be used for any student who received extra support via tutoring, before or after school programs, Title I Services, summer school, etc. If a child has both ASE and ASM support, you may write it as ASE/M to save space.**

For high school students, the transcript should be attached to the cumulative record card for students who entered the high school from a school within the district and a check mark should be added at the bottom of the card indicating that the transcript is attached. If no transcript is attached, then the reason for this should be noted.

The back of the cumulative record card should be completed by teachers as they receive test data. The test data labels should be attached beginning in the upper section from left to right. If no label is provided for specific testing, then a copy of the test results should be placed in the cumulative folder.

The Memoranda/Additional Comments Section on the back of the card should be used if there is a specific piece of information that is critical for the student record. For example:

10/6/11 Moved to Ms. Heart's Classroom from Mr. Soul's Room  
12/12/11 Guardianship given to aunt Rosa Gomez

**PLEASE NOTE: No references to specific disabilities or health impairments can be listed on the cumulative card.**

### 3) White Office Card

The White Office Card is the permanent record of school enrollment. This card must be maintained for sixty (60) years from the time the student graduates or leaves the district. The card should be filled out in BLACK INK, unless otherwise noted, when a student enters your school, as follows:

Front of Card:

- Name
- Place of Birth
- Date of Birth (year/month/day)
- Leave Vaccinated Box BLANK
- Parent/Guardian Name
- Parent/Guardian Occupation (use pencil)
- Former Place of Residence - current address on # 8 on the left (use pencil until graduation) – former addresses on #8 on the right (use BLACK INK)
- School last attended - current school (use pencil until graduation)
- Grade last attended – current grade (use pencil until graduation)
- Date of Discharge – put date and location where student is going (INK for graduation or death – pencil for transfers)

- Age when discharged (INK for graduation or death – pencil for transfers)
- Graduated in the class of (complete only for graduation)
- Put CIMS ID # in lower left corner

Back of Card:

- Date of Admission (year/month/day)
- Age as of September 1
- Grade
- Room Number

At the end of the school year, at graduation, or when a student transfers, the following information should also be completed by the classroom teacher in BLACK INK:

- Days Present
- Health (Satisfactory - S or Health Plan - IHP)
- Conduct (use same codes as the Cumulative Record Card)
- Scholarship (overall ranking for academic achievement - use same codes as the Cumulative Record Card)
- Notes in the bottom should only be made if relevant (i.e.: reason for retention, prolonged absence reason, etc.)

#### 4) **Emergency Contact Form**

This form should be given out at the start of each school year or when a student transfers into a school in order to get the most current emergency contact information on a student. It is filled out by the parent/guardian and should be updated by school personnel whenever a parent submits new information that impacts the emergency contact data. These forms should be kept in a master binder in the main office in the event of an emergency evacuation.

#### **Student Records Requests**

On average, the district receives 10 requests or subpoenas for records per day. It is critical that this information be up to date and readily available to comply with such requests.

The following procedures should be followed in complying with records requests:

- 1) **Subpoenas should only be accepted by the person for whom the subpoena is written.** If a subpoena is written for a specific staff member at your school, the staff member should accept the subpoena and it should not be accepted by someone on their behalf. It is not necessary to interrupt a teacher in a classroom in order for the subpoena to be served, the constable can be given a time to return

to serve the subpoena to the individual in question. If the subpoena is for the Keeper of the Records - the individual serving the subpoena must be directed to the Office of the Assistant Superintendent for Administration, Reporting, and Compliance.

- 2) When you receive a request for records from any source, you must gather the records and fax them or have them delivered to the Office of the Assistant Superintendent for Administration, Reporting, and Compliance immediately (no later than 48 hours after receipt of the request).
- 3) Since record requests are received throughout the summer, it is critical that this information be available to comply with the requests. Make sure that any staff members who work over the summer know where the records are located, so that they can be accessed as needed. If no one will be working in your school during the summer, please notify the Office of the Assistant Superintendent for Administration, Reporting, and Compliance as to the location of records in the event that someone needs to retrieve a record over the summer months.



**ENGLISH LANGUAGE LEARNER  
REQUIRED DOCUMENT CHECKLIST  
2013-2014**

*Attach to all necessary documents and file in the student's cumulative record.*

Student Name: \_\_\_\_\_ SASID: \_\_\_\_\_

DOB: \_\_\_\_\_ DATE of ENTRY TO US: \_\_\_\_\_

SEI TEACHER: \_\_\_\_\_ GR: \_\_\_\_\_

ESL TEACHER (if assigned) \_\_\_\_\_

- \_\_\_ Home Language Survey\*
- \_\_\_ Assessment and Placement Student Profile
- \_\_\_ Signed Copy of Parent Notification Letter\*
- \_\_\_ Initial Entry Assessment Results (Pre-LAS, LAS-O, LAS-R/W)
- \_\_\_ Student Schedule - indicating SEI placement.
- \_\_\_ ELL Student Support Plan\*
- \_\_\_ Annual English Proficiency Assessment (MELA-O, IPT, and/or ACCESS)
- \_\_\_ Results of MCAS testing
- \_\_\_ Individual Student Success Plan (Scoring below needs improvement on MCAS)
- \_\_\_ MAP/A-Net/TestWiz or Other Achievement Test Results
- \_\_\_ Redesignation Report for Formerly Limited English Proficient (FLEP) students\*
- \_\_\_ Parent Notification Letter - Redesignation to Regular Education Status
- \_\_\_ FLEP Students Follow-Up Report

**I have attached all the necessary documents as indicated on the checklist above.**

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Translated Copy



# Kindergarten Folders

## Cum Folder

- Large white cum card
  - Small white Office Card
  - Birth Certificate
  - Racial Code Survey
  - Emergency Contact Form
  - Signed Parent/Student Compact
  - Most recent Progress Report or Report Card
  - RTI/FST Documentation Packet
- OR**
- Current IEP

Be sure the following end-of-year test results (or latest if student transfers) have been recorded on the back of the large white cum card:

1. MAP ~ Reading & Math
2. Guided Reading Level
3. Pre-LAS Score & Level
4. MELA-O
5. ACCESS

Students who scored at a Level 4+ will not have a green folder. Their following documents will be filed in the Cum Folder:

- ☆ The original LAS Links/PreLAS booklet
- ☆ LAU
- ☆ Parent Notification Letter

## ELL Folder

*Signed & dated* copies of the following English AND translated documents:

- ❖ Language Development Profile Data (LAU)
- ❖ Original LAS Links/PreLAS booklet
- ❖ *Be sure scores are recorded on the back of the lg white cum card \**
- ❖ Assessment & Placement Student Profile
- ❖ MELA-O Summary of Student Performance
- ❖ *Be sure scores are recorded on the back of the lg white cum card \**
- ❖ ACCESS
- ❖ Signed Parent Notification Letter
- ❖ ELL Student Support Plan

## Kindergarten Assessment Folder

- MAP Student Progress Report
- *\*\* Be sure scores are recorded on the back of the lg white cum card \*\**
- Current Running Record
- *\*\* Be sure Guided Reading Level is recorded on the front of lg white cum card \*\**
- MKEA Data
- End of the Year Writing Sample
- LPS Math (Individual Student Assessment Worksheet)



# Preschool Folders

## Cum Folder

- Large white cum card
- Small white Office Card
- Birth Certificate
- Racial Code Survey
- Emergency Contact Form
- Signed Parent/Student Compact
- Most recent Progress Report or Report Card
- **Most current Language Development Profile Data (LAU)**
- RTI/FST Documentation Packet  
OR
- Current IEP

Be sure the following end-of-year test results (or latest if student transfers) have been recorded on the back of the large white cum card:

1. Dial ~ (Speed Dial, Dial-3, Dial-4, etc.) where available
2. PALS

## Preschool Assessment Folder

- Entry/Screening Assessment Record Form (Speed Dial, Dial-3, Dial-4, etc.) where available
- PALS Child Summary Sheet (This should include an End of Year Writing Sample & Book Handling Checklist)
- LPS Math (Individual Student Assessment Worksheet)

\* \* \* Be sure Screening Assessment/Dial scores and current PALS assessment scores are recorded on the back of the large white cum card \* \* \*