



SENDING CUMULATIVE RECORDS FROM ELEMENTARY SCHOOL TO MIDDLE SCHOOL

When sending records from **elementary school to middle school**, only the following information should be left in the cumulative folder. The other information should be sent home to the parents, retained at the elementary school or properly discarded.

- The following items should be stapled together and placed in the folder:
 1. TN immunization card stapled in space provided
 2. Copy of the birth certificate or proof of birth
 3. Custody and other legal documents

- Registration form for CMCSS
- Withdrawal and re-entry information as applicable
- Yellow district card stock with testing labels
- Achievement test results for students w/o testing labels
- ELL information
- 504 records in red folder
- RTI₂ records in purple folder
- S-team information in blue folder
- Attendance, promotion/retention, and grades for ALL years in school
- SPED – refer to SPE-P007
 - Bright colored paper alerting that there are additional files for special services, if applicable
 - SPED records are always kept separate from the cumulative file

Note: Information on the cumulative folder should be completed before sending to the next level.