



## **SENDING CUMULATIVE RECORDS FROM HIGH SCHOOL TO CENTRAL RECORDS**

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

- Copy of **final** transcript for graduates on cardstock
- The following items should be together and placed in the folder:
  1. TN immunization card
  2. Copy of the birth certificate or proof of birth
- Registration form for CMCSS
- Withdrawal and re-entry information as applicable
- Yellow district card stock with testing labels
- Bright colored paper alerting that there are additional files for special services, if applicable
  - SPED – refer to SPE-P007
  - 504 in red folder and forwarded to Student Access Coordinator
  - NELB in green folder and forwarded to ELL Lead Teacher
- Flag folders if money is owed
- RTI records are not included in cumulative folder and should be destroyed.

\*If a student is eligible for services, the S-Team folder should stay with the associated file, i.e. SPED or 504. If student is NOT eligible for services, the S-Team folder should be destroyed.