



SENDING CUMULATIVE RECORDS FROM ELEMENTARY SCHOOL/MIDDLE SCHOOL TO CENTRAL RECORDS

When sending records from **Elementary School/Middle 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.

- 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 a student is NOT eligible for services, the S-Team folder should be destroyed.