

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 green immunization card stapled in space provided
 2. Most recent physical including eye/hearing screening
 3. Copy of the Social Security card
 4. Copy of the birth certificate
 5. 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 with ADHD diagnosis in red folder
- S-team information in blue folder
- Attendance, promotion/retention, and grades for ALL years in school
- Exit file from special education and/or speech should **ONLY** include the following and should be placed in a manila folder:
 1. Psychological Report
 2. Exit summary/information
 3. The last three IEPs

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