

## 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 high school or properly discarded.

- Copy of **final** transcript for graduates on cardstock
- 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
- Attendance, grades, and promotion/retention information
- 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