



CONFIDENTIAL CUMULATIVE FOLDER CHECKLIST

School Year: 20____ - 20____

Student's name: _____ Teacher: _____ Grade: _____

ITEM	RETENTION
ENROLLMENT/REGISTRATION DOCUMENTS (LEFT SIDE OF FOLDER)	
Confidential Cumulative Folder Checklist (Each year place documents in order as listed on checklist. Each year, check the documents added to the folder on the new checklist.)	W/D + 7 yrs.
Enrollment Form, Registration Forms and Checklist, and Student History	W/D + 7 yrs.
Home Language Survey (blue card) (original only – remove all others)	W/D + 7 yrs.
Guardianship Form (orange) (if applicable)	Until student is 18
CURRENT proof of address(current utility bill, current rent receipt or lease)	K-8 = W/D + 7yrs. 9-12 = until W/D
Copy of Birth Certificate	W/D + 2 yrs.
Copy of Social Security Card	W/D + 7 yrs.
Student/Staff Ethnicity and Race Data Questionnaire	W/D + 7 yrs.
Student Attendance Detail	5 yrs.
TEAMS Withdraw Form (completed by teacher, office w/date of W/D, and parent signature, if possible) **Affix to Checklist (must be place in folder prior to sending to Records Mgmt.)	W/D + 5yrs.
Leaver Form (if applicable)	5 yrs.
MEDICAL, DISCLOSURE, AND LEGAL DOCUMENTS (RIGHT SIDE OF FOLDER)	
Health Card and/or Immunization Record (Nurse will place in folder)	W/D + 2 yrs.
Medical Records (if applicable or upon withdrawal)	W/D + 2 yrs.
Written consents from a parent or eligible student for information disclosure (i.e. Privacy Option Form)	Parent-till student is 18 Student- Permanent
Legal Documents (most recent only – remove others) (divorce decree, court orders, adoption, change of name, etc.)	Until superseded or student is 18
Records request from & disclosures to parties with parent or eligible student consent or a party seeking directory information	2 yrs.
Records request from & disclosures to parties without parent consent (i.e. subpoenas, child protective services, etc.)	Permanent
PERMANENT RECORDS CARD (PLACED WITHIN FOLDER)	
Permanent Record Card (AAR/Transcript) – Grade Card, Test Card & Transcript **Affix report card and test labels	K-8 = W/D + 7 yrs. 9-12 = Permanent
Report Cards (End of Year or Last Report Card at DOW) **Affix to the Grade Card	1 year after entry on grade card and/or transcript
TAKS Testing Labels (Affix Label to Test Card)	K-8 = W/D + 7 yrs. 9-12 = Permanent
TESTING FOLDER	
Reports of results of TAKS and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	1 year after entry on test card
Reports of results of other tests or measurements (e.g., reading/mathematics profiles)	W/D + 7 yrs.
Reading & Special Programs Card (after completion of 2 nd grade or upon withdrawal)	W/D + 7 yrs.
SPECIAL PROGRAM FOLDERS (PLACE WITHIN FOLDER)	
BILINGUAL/LPAC FOLDER	
See LEP Folder Checklist, if applicable (until no longer in program or withdrawal)	End of Service + 7yrs.
504 PROGRAM FOLDER	
Student Records, if applicable (until no longer in program or withdrawal)	End of Service + 7yrs.
DYSLEXIA FOLDER	
Student Records, if applicable (until no longer in program or withdrawal)	End of Service + 7yrs.
GIFTED/TALENTED PROGRAM FOLDER	
Student Records, if applicable (until no longer in program or withdrawal)	End of Service + 7yrs.
ARI/AMI FOLDER	
Student Records, if applicable (until no longer in program or withdrawal)	W/D + 7 yrs.
OTHER SPECIAL POPULATIONS RECORDS	
Student Records, if applicable (until no longer in program or withdrawal)	W/D + 7 yrs.