

Elementary School

PUPIL RECORD FOLDER CHECK LIST

_____ Personal Family Information
_____ *Cumulative Permanent Record
_____ *Cumulative Test Record Sheet
_____ Recommendation for Acceleration or Retention
_____ Test Records (original test papers)
_____ Samples of pupil's own work
_____ Previous school record (describe below)
_____ Confidential Rating Sheets
_____ Case studies, special reports
_____ Duplicate Registration Program (current year)
_____ Miscellaneous data: (list below)

Instructions:

As new data is inserted in the folder, place a single check (x) on the line at the left.

When a pupil transfers to another school, issue a Certificate of Release (original) to the parents, together with the original Report to Parents. File the duplicate in the pupil folder.

At the time of transfer, duplicate asterisk (*) items and send to the new school. In case the new school is not known, advise the student to deliver the release form and Report to Parents to the principal of his new school.