

Permanent Folder Directions

At the end of the school year, teachers should prepare each student's permanent folder by doing the following:



	New Style Folder	Old Style Folder
1	<p>Check to make sure that all pertinent stickers are placed in the upper right hand corner of folders.</p> <ul style="list-style-type: none"> • ENL Students – white dot with the school year written on it. • Retention – blue dot with the school year written on it. • Existence of confidential file – yellow dot • Custody alert – green dot • Medical alert – red dot 	<p>Teachers do not need to fill out any information on the front of the folder. This information can be obtained in eSchool. They should affix stickers to the front right hand corner of the folder, as indicated in the directions for the New Style Folder.</p>
2	<p>All non-pertinent data should be removed from folders. This includes anything that you may have temporarily placed in the folder during the school year. All materials existing in the folder prior to the start of the school year should stay in the folder.</p> <p>Pertinent Data includes:</p> <ul style="list-style-type: none"> • Report cards • Kindergarten screening information and report • RST meeting documentation • OLSAT/CogAT reports <p>Note: The following information should NOT be in a student file, but should be placed in a separate confidential file housed with your principal.</p> <ul style="list-style-type: none"> • CSE meeting documentation/testing • OT/PT/Speech screening reports • IEP notes <p>Student IEPs for 2017-18 should be confidentially destroyed. They are archived on IEP direct if historical access is needed.</p>	
3	<p>Reading Record documentation should not be placed in the student folder, but rather forwarded to the next year's teacher.</p> <p>Yellow reading cards no longer need to be filled out on any student. There is no need to keep them in folders. Check with next year's teacher if they will make use of them, if not, confidentially destroy.</p>	

4	This year's report card should be folded in half with all pertinent information from the school year folded within the report card. The folder should be put in sequential order with the current year's information and report card on top.
5	Because the report cards are available electronically and are also present in the folder, the only information that needs to be filled out on the front of the folder are school year and teacher's name.
7	If we have received a records request for any student knowingly transferring out of the district, please separate those student folders, indicating they are transferring out of KCSD.
8	Student folders for students attending with special permission can be included in the bundles for the next teacher if the permission has been approved. If permission has not been approved, they should be separated and labeled with a list of these students on the top of the pile of folders.
9	Fourth grade student folders should be bundled into packets and marked either JWB or MCM.
10	We are no longer using labels from state exams. Please disregard this area on the permanent folder.