Student Permanent Records (Cumulative Folder)
Active Student Permanent Record

Cumulative Folder

1. Cumulative Record of Achievement
   - Report Card/Grade Report K-8
   - *Official Transcript & Report Card 9-12

2. State Test Scores
   - *TAKS
   - *STAAR
   - *TAAS
   - *SAT
   - *ACT
   - *ASVAB
   - *PSAT
   - *ReadiStep

3. *Consent to Share Student Information

4. Special Programs
   - Bilingual (Green)
   - At Risk Form
   - GT (Yellow)
   - Dyslexia/504 (Blue)
   - Legal (Red)
   - Elem. Summer School (Purple)

5. Home Language Survey
6. Enrollment Forms

*Documents with an asterisk are required by the Texas State Library of Archived Commission as permanent records. All other documents are kept on a five (5) year retention period.
Do Not include in Student Permanent Record (Cumulative Folder)

- Cumulative Health Card or Record
- Immunization Exclusion Affidavits
- Verification of Mumps & Measles Illness
- Verification of Prior Testing (Hearing/Sight/Spine)
- Immunization Record
- Migrant Form
- Proof of Residence
Inactive (Graduate/Withdrawn/No Show)
Student Permanent Record (Cumulative Folder)

- Needs all previous criteria as Active Student Permanent Record listed on page 2.
- **additional paperwork listed below:**
  - **Elementary-Middle School (K-8)**
    - Withdrawal form from Skyward
    - Current grading period grades
    - Last/Most recent report card
  - **High School (9-12)**
    - Withdrawal form from Skyward
    - Current grading period grades
    - Last Report Card, Transcript and Leaver Form
Withdrawal Form Example
Do’s and Don’ts

Do’s

▪ Have teachers fill in grade for current grading period or write, “See grades attached”

▪ Have complete signatures on Withdrawal Form (including parent signatures)

▪ Staple Withdrawal Form with Last/Recent Report Card together and place inside of Cumulative Folder

Don’ts

▪ Include multiple copies of cumulative record of achievement (report card/grade report) only one

▪ Include additional attendance sheets - only one

▪ Include notes “will send grades w/TRex when requested”

▪ Leave Withdrawal form blank
YellowFolder
(Digitized Documents - High School only)

YellowFolder Archived Record (Permanent Folder)
1. *Official Transcript of Grades/Report Card/Grade Report
2. Exit-Level Test Scores
   – *TAKS
   – *STAAR
   – *TAAS
   – *SAT
   – *ACT
   – *ASVAB
   – *PSAT
   – *ReadiStep
3. *Withdrawal and Leaver Form

*Documents with an asterisk are required by the Texas State Library of Archived Commission and TEA as permanent records.
Questions?

Contact School Services
817.299.6098/817.299.6095