

McKinney ISD Cumulative Folder Procedures for Teachers - EOY

Pre-Kinder – 5th grade

- **Folders must be checked out with designated personnel.**
- All information is to be recorded in **BLACK INK** only.
- Record current school year, entry date, grade, days present, days absent, yearly average grades, teacher's name, and school name.
 - Entry date: 8/25/2014, or date of enrollment; last day: 6/4/2015
 - Number of school days in 2014-15 is 175, if a student started after the 1st day, see registrar
- Folders are not to be out while students are present in the classroom. If keeping overnight, folders must be placed in a locked cabinet. Folders cannot be taken off campus.
- Attach current school photo.
- Attach state assessment stickers (i.e. STAAR, TELPAS)

Order of cumulative folder contents; Front to Back

In All Cumulative Folders (Stapled together)

1. Home Language Survey
2. Ethnicity Survey
3. Copy of birth certificate or passport
4. Copy of Social Security card

Yearly Records: (Stapled together by academic year/grade, most recent year in front)

1. STAAR, iStation Summary Report, MAP, TELPAS
2. Copy of final report card
3. MISD Pupil Registration Form
4. If the student is new to MISD, include records from previous school

Items such as teacher's notes, field trip forms, samples of work, bus slips, discipline forms, proof of residency, etc. should NOT be kept in the cumulative folder. Any doctor or parent notes regarding student absences or any proof of residency found in cumulative folder MUST be given to the campus registrar.

McKinney ISD Cumulative Folder Procedures for Teachers – EOY, page 2
Pre-Kinder – 5th grade

| Documentation of Special Services | | | | |
|--|---|---|--|-----------------------------|
| | Folder | Contents: | Sticker on the cumulative folder: | Person Responsible: |
| LPAC | RED folder inside the cumulative folder | IPT, ITBS; TELPAS; all LPAC records | TELPAS sticker, provided by TEA | Campus LPAC coordinator |
| SpEd | <i>Kept by SpEd staff, not in the cumulative folder</i> | n/a | YELLOW sticker | Campus SpEd/ Resource staff |
| Section 504 | <i>Kept by 504 campus coordinator</i> | n/a | BRIGHT PINK sticker, order stickers from Shannon Evans | Campus 504 coordinator |
| At-Risk | YELLOW folder inside the cumulative folder | At-Risk paperwork new form completed yearly | NEON GREEN sticker, order stickers from B.J. Ray – Student Service | Teacher, campus designee |
| Rtl Tier 3* Response to Intervention | MANILA folder behind the cumulative folder | Printed Rtl Form from Aware | BLUE sticker, Order** | Teacher, campus designee |
| <p><i>*Rtl special note: due to tracking Tier 2 & Tier 3 students through eSchool, campuses may opt to only create folders for Tier 3 students, at a minimum the completed Rtl form should be included. Refer to Rtl Framework for documentation requirements.</i></p> <p><i>**Campuses will order stickers from McKinney Office Supply – #5980 Blue Avery Labels. Stickers must be the same color blue.</i></p> | | | | |

Sp. Ed. Resource or Self-Contained students, indicate the appropriate code (from those listed) on the line below the yearly average for that content area: ex.: Reading
 Sp.Ed-Incl.

| | | | | |
|------------------------|-------------------------------|--------------------------------|--------------------------|-----------------------------|
| Sp.Ed.-R (Resource) | Sp.Ed.-SC (Self-Contained) | Sp.Ed.-EC (Early Childhood) | Sp.Ed.-Mon. (Monitor) | Sp.Ed.-Incl. (Inclusion) |
|------------------------|-------------------------------|--------------------------------|--------------------------|-----------------------------|

McKinney ISD Cumulative Folder Procedures for Teachers – EOY, page 3 Pre-Kinder – 5th grade

Special Programs, indicate the appropriate code (from those listed) on the line below the yearly average:

SP - Speech

GT - Gifted and Talented

DYS - Dyslexia

R - Refugee

Rtl – to Intervention

LEP - Limited English Proficiency

BIL - Bilingual

ESL - English as a Second Language

A-R - At-Risk

Promoted/Retained designation:

(Placed-PL is no longer an option)

PR: promoted-grade level ex. PR - 5th promoted based on grades

R: retained-grade level * ex. R - 2nd (be sure to notate grade student repeated)

**Law states a student can only be retained one time in grades K-4 and one time in grades 5-8.*

McKinney ISD Cumulative Folder Procedures – General Information

1. IF A STUDENT WITHDRAWS BEFORE THE END OF THE SCHOOL YEAR:

The parent is given a copy of the eSchool withdrawal form. If the parents have given proper notice they should receive the most recent report card and/or progress report with the eSchool form. **NO GRADES ARE WRITTEN IN THE CUMULATIVE FOLDER AT THIS TIME.** The original student withdrawal form, latest report card and Student Registration form are stapled together and placed in the front of the cumulative folder.

2. IF A STUDENT RE-ENTERS DURING THE SAME SCHOOL YEAR:

Record RE-EN in the school year column and complete as usual at the end of the year.