

**SUWANNEE COUNTY PUBLIC SCHOOLS  
ORGANIZATIONAL GUIDELINES  
CUMULATIVE FOLDERS**

- Review Log
- Student Enrollment Form
- Emergency Authorization Sheet (all)
- Retention Forms
- Academic Improvement Plan/Reading Supplement (as needed)
- Student- Parent Teacher Learning Agreements
- Internet Agreement (most recent)
- Grade Level Materials (stapled by grade level; begin with most recent)
  1. Information/Registration Forms (most current)
  2. Expulsion Form
  3. End of year Report cards
  4. Parent Conference Forms
- Previous School Records and Correspondence
- Social Security Card Number
- Most recent court papers – (truancy agreement)
- Certificate of Residency
- SSI Information – copy of request with date and signature; copies of parent and counselor part
- Home Language Survey
- ESOL/LEP staffing forms, tests, and LEP student plan (green folder)
- 504 Plan (blue folder)
- Student Support Team Documentation (separate folder- preferably pink or purple)
- Student Behavior Plans
- ESE Documents – ineligibility form or entire folder if child dismissed
- Standardized Test Scores (label sheet from grades K, 1, & 2)  
Staple Individual Standardized Test score sheets
- Picture Card
- Cumulative Health Record Folder (including copy of birth certificate)
- Completed End of Year Grade Level labels on **outside** of cumulative folder – please try to stay in designated area