

Transitioning Folders from 5th to 6th Grade

At the end of 5th grade year please adhere to the following guidelines for getting folders ready for transition to Middle School Campus.

1. Leave the following information in the folder:
 - a. All past TAKS, Terra Nova, ITBS, RPTE score sheets, ARI and AMI information.
 - b. **TELPAS writing collection must be kept for two years; discard what is older.**
 - c. Initial immunization records
 - d. All withdrawal forms, if the student has withdrawn and returned.
 - e. Home Language Survey
 - f. Copy of Birth Certificate, SSN card
 - g. Most recent (final) report card – these need to be kept for legal reasons.
 - h. Updated teal GT folder – see below
 - i. All Student Success Initiative (SSI) letters used for ARI/AMI
 - j. LPAC folder
 - k. **Purple GPC folder, if there is one.**
 - l. 504 identification form – only the identification form, not the reason for identification
 - m. All legal documents and district guardianships: i.e. custody papers, restraining orders, etc.
 - n. Special Services Information Form
2. Discard the following:
 - a. Extra pictures
 - b. Previous report cards (prior to 5th)
 - c. Library card – these are no longer used.
 - d. Writing folder
 - e. Elementary folder checklist
 - f. Duplicate records (i.e. duplicate copy of social security card, birth certificates, etc.)
 - g. Any personal notes put in the folder; CPS should NEVER be in the folder.
 - h. Student Publicity Form/Filed Trip Release
 - i. **Parental pictures – these are part of your campus Visitor's Register and should be kept at you campus for three years.**
3. GT - There is a global list for students that qualify for 6th grade GT services. This list is available from the GT department. This should be the official list referred to for enrollment. (Contact Audra Rowell if you need more info.) The teal GT folder WILL remain in the perm folder; it should include:
 - a. Profile Summary Sheet
 - b. Parent Permissions Slips
 - c. Furlough &/or Exit letters (w/Student Improvement Plan)
 - d. 5th grade teacher re-evaluation form
 - e. Portfolio Scoring Sheet (if applicable)

Take out and shred any actual tests but leave answer sheets (if applicable).

Procedures for Transporting Files

1. **KEEP ALL FILES AT YOUR CAMPUS UNTIL AUGUST; affix grade and TAKS stickers before transporting.**
2. **TRANSPORT IN THE FOLLOWING MANNER:**
 - a. Put files in standard boxes and seal with the standard seal you will also receive.
 - b. **ALPHABETIZE COMPLETELY.** Include a list of students whose files are transitioning.
 - c. **Send a list of ARI/AMI students**
 - d. **Send 504 folders separately, with a list accompanying them.**
 - e. **Send SAS summary sheets and files separately.**

The **PROFESSIONAL** transporting folders should not just leave them, but have a receiving administrator sign a copy of the master list and supplemental list(s), acknowledging receipt. It is recommended that you call ahead to set a time on August 10 or 11, 2009.