

Transitioning Folders from 8th to 9th Grade

At the end of 8th grade year please adhere to the following guidelines for getting folders ready for transition to the High 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 older materials.**
 - c. **PURPLE GPC FOLDER, IF ONE EXISTS**
 - d. Initial immunization records
 - e. All withdrawal forms, if the student has withdrawn and returned
 - f. Home Language Survey
 - g. Copies of Birth certificates and SSN cards
 - h. Most recent report card (8th grade) – these must be kept in addition to the sticker
 - i. LPAC folder
 - j. Updated teal GT folder – see below
 - k. All Student Success Initiative (SSI) letters used for ARI/AMI
 - 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. Pictures
 - b. Previous report cards – prior to 8th grade
 - 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 information should NEVER be in the folder.
 - h. **Parental Pictures – these should be kept at your campus for three years as part of your Visitor Register retention.**

3. GT - The teal GT folder WILL remain in the perm folder after it is updated. 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 receive.
 - b. **ALPHABETIZE COMPLETELY.** Include a master list of students whose files are transitioning.
 - c. **Send a list of ARI/AMI students.**
 - d. **Send 504 folders separately with an accompanying list.**
 - e. **Send SAS files and summary sheets 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.