

## **Transitioning Folders from Pre-K to K**

At the end of Pre-K please adhere to the following guidelines for getting folders ready for transition to the Elementary School Campus.

1. Leave the following information in the folder:
  - a. All standardized testing (LAP-R).
  - b. Initial immunization records
  - c. Initial proof of address
  - d. All withdrawal forms, if the student left and returned
  - e. Home Language Survey
  - f. Copy of Birth Certificate, SSN card
  - g. Last report card
  - h. LPAC folder
  - i. 504 identification form – only the identification form, not the reason for identification.
  - j. Notice of SAS
  - k. Guidelines for Preparing and Updating Folders
  - l. All legal documents and district guardianships: i.e. custody papers, restraining orders, etc
  - m. Student Special Services Information Form
  - n. Initial Picture card
2. Discard the following:
  - a. Attendance Compact
  - b. Extra pictures
  - c. Student Publicity Form
  - d. Student Directory Information/Field Trip Release
  - e. CPS information should **NEVER** be in the perm folder
  - f. Copies of Parent ID – These should be pulled from the student folder but kept on your campus for three years as part of your Visitor's Register.

## **Procedures for Transporting Files**

1. **KEEP ALL FILES AT YOUR CAMPUS UNTIL AUGUST.**
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 list of students whose files are transitioning.**
  - c. **Send 504 folders separately, with a list accompanying them.**
  - f. **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 for August 10 or 11, 2009.**