 Form JR-5

CHECKLIST FOR CUMULATIVE RECORD

**Elementary to Middle and Middle to High**

**\*\*Form should be placed as the first page inside each permanent record**

* Fold the permanent record with “Place Student Label Here” and “Check List of Documents” facing the outside. Remove all staples. (Exception: one staple securing lengthy legal documents)
* The following is a list of items that should be maintained in the student’s educational record. Please indicate if the physical document (P) is in the folder or if an electronic version (E) is on file in the CSIS Document Management system. Purge the folder of all other documents:

**P E**

1. Checklist for Cumulative Record

2. Georgia Certificate of Immunization (Form 3231) or Form JGC-4 (Waiver of Immunization Requirements Due

to Conflict of Religious Beliefs)

3. Georgia Certificate of Vision, Hearing, Dental and Nutrition Screening (Form 3300)

4. Proof of Birth Date (Birth Certificate, Military ID, Driver’s License, Passport, Adoption Record, etc.)

5. Social Security Number (Copy of social security card or waiver if applicable)

6. Original Student Enrollment form (Form JBC-5) (include Non-Parental Affidavit, Kinship Caregiver Affidavit,

or custody/guardianship documents as applicable)

7. Most recent Student Information Forms documenting any changes made

8. All withdrawal forms (Form JBC-12)

9. Requests for records from non-CCSD schools and CCSD schools (corresponding to Form JBC-12 when

applicable)

10. All Re-Enrollment forms (Form JBC-5b)

11. Most recent two proofs of residency

12. All transcripts/report cards from all previous schools (including non-CCSD schools)

13. All transcripts/report cards from current school

14. Standardized test information (i.e. cards, test labels, individual score reports) from non-CCSD schools only

15. Legal Documents (i.e. custody/guardianship, name change, adoption, etc.), if applicable

16. Medical Documents, if applicable

17. Social Worker Referrals for attendance, if applicable

18. ESOL test data, annual proficiency measurements, Language Assessment Conference forms, ELL/TPC

form (if applicable)

19. Gifted Eligibility Report, if applicable

20. Red Sheet that indicates student is on SST/RTI, if applicable

21. Confidential File Card (if already in the perm record)

22. Date and grade level of any retentions and/or administrative placements \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Student’s Name Current School Current Homeroom Teacher**

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**Next Level School**