Alachua County
Public Schools

Records Management
Cumulative Checklist
(What Should Remain in the Cumulative Folder After Purging)

1. ☐ [Educational Records Disclosure/Request Log](#) (Should be in every cum folder Form Number: STU 819-028)

2. ☐ Pupil Registration Forms **(most recent on top)** if they are not already uploaded into Skyward. If uploaded you may shred after upload.

3. ☐ Documented proof of name and age: Copy of birth certificate, baptism certificate, [Notarized Affidavit of Birth Information](#) (STU 920.005) If they are not already uploaded into Skyward. If uploaded you may shred after upload.

4. ☐ Health records to include: If they are not already uploaded into Skyward. If uploaded you may shred after upload.

5. ☐ [Home Language Survey](#) (CUR 718.005) If they are not already uploaded into Skyward. If uploaded you may shred after upload.

6. ☐ ESOL Records - **Must have ESOL tab on cum**

7. ☐ ESE Folders: IEP, psychological reports, staffing documents, placement verification documents, etc. **(most recent on top). MUST MAINTAIN HARD COPIES - Must have the ESE tab on cum**

8. ☐ Section 504 Folder: Parent notification, eligibility form, accommodation form, Section 504 reevaluation form, etc. **(most recent on top). MUST MAINTAIN HARD COPIES With Signatures - Must have the 504 tab on cum**

9. ☐ EPT Folder: Parent notice, EPT Screening Record, and EPT Recommendation Form, Record of interventions and data graphs (that are not in Skyward) **(most recent on top). Must Maintain hard copies with signatures.**

10. ☐ PMP/Retention documentation/Good Cause Folder **(most recent on top).**

11. ☐ Copies of end-of-year report cards **(elementary if kept – most recent on top) -** Keep only if already there or from out of district and not in Skyward. Do not print and add report cards

12. ☐ Copies of Suspension letters and relevant conference notes only if not in Skyward or from another district.

13. ☐ **Threat assessment forms IF TRANSIENT, SUBSTANTIVE OR VERY SUBSTANTIVE (NOT A THREAT DOES NOT GO IN), if applicable MUST MAINTAIN HARD COPIES.**

14. ☐ Legal papers and other data deemed necessary (i.e. custody/guardianship; DCF papers; protection orders) if applicable if they are not already uploaded into Skyward. If uploaded you may shred after upload.

15. ☐ Records from out-of-district or out-of-state schools, if applicable **MUST MAINTAIN HARD COPIES** If they are not already uploaded into Skyward. If uploaded you may shred after upload. (Out-of-County Form that has the documents that have been sent out)

16. ☐ Graduation Readiness Form/Signed ACCEL letter or other graduation/drop out documentation (if applicable)