

STUDENT PERMANENT FOLDERS**FL-R**

The following items shall be placed and maintained in a student's cumulative folder:

1. Academic Record
 - Grades 9-12 Transcript
 - Grades PK-8: Cumulative Record of Achievement
2. Proof of Identification

Any of the following documents are considered acceptable for proof of identification.

 1. Birth Certificate;
 2. Driver's license;
 3. Passport;
 4. School ID card, records, or report card;
 5. Hospital birth record;
 6. Adoption records;
 7. Church baptismal record; or
 8. Any other legal document that establishes identity.
3. Custody Documents
4. Enrollment/Registration Forms
5. Missing Child Prevention and Identification Program Records
 - Fingerprint Cards
 - Photographs
6. Home Language Survey

*If the HLS shows something other than English, there should be oral language testing documentation.
*If the oral language testing shows limited English proficiency, there should be an ESL folder within the permanent file with LPAC's, testing records, etc. in it.
7. Student Withdrawal/Record Transfer Form
8. Test and Academic Measurement Reports
 - State Assessment Reports
 - Achievement Test Reports
 - LEP Identification
9. Access to Information
 - Record of Requests
10. Protest of Record Statements
11. Grade Placement Committee Minutes
12. Record Amendment Requests and Related Documentation

This regulation pertains only to those items required to be kept in the student's cumulative folder.

Refer to DISD Board Policies FL (Legal) and FL (Local) for all other student record requirements.