

INCOMING CUMULATIVE FOLDER REVIEW FORM

IMPORTANT INFORMATION: Cumulative records are confidential and **MUST** be kept in locked files. Use of this checklist is a way to ensure that required information is reviewed. Appropriate staff members should be emailed to notify a new record has been received and ask them to review the file in the vault. Once reviewed, they should sign and date the form.

Student Name _____ Homeroom Teacher _____

School Name _____

	<u>Date</u>	<u>Signature</u>
1. School Clerk Sign records into logbook & insert into St. Lucie County cumulative folder.	_____	_____
2. School Data Specialist Enter data into computer	_____	_____
3. Health Paraprofessional Organize health info in green health folder	_____	_____
4. ESE Specialist Review records for any ESE information & Conduct Intake with previous school if found	_____	_____
5. ELL Coordinator Review records for any ESOL/ELL information Conduct Intake with previous school if found	_____	_____
6. School Counselor Review records for any PST information	_____	_____
7. Classroom Teacher Review all contents in cum folder	_____	_____

Return this page to your Registrar/Records Clerk in front office.

Registrar/Records Clerk: File reviewed cumulative folder in vault. Keep copy of this routing slip in the incoming records binder.