

OUTGOING 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 in the folder, as required. Please email staff members to inform them that the record is leaving the school. Once they have placed all required documents in the student's record they should sign and date this form.

Student Name _____ Homeroom Teacher _____

School Name _____

	<u>Date</u>	<u>Signature</u>
1. School Clerk Review St. Lucie County cumulative folder. Clips withdrawal and review form to front. Log start date of review. File remains in vault.	_____	_____
2. School Data Specialist Enter withdrawal data into computer. Prints/sends (via FASTER) transcripts if needed.	_____	_____
3. Media Specialist Check for unreturned books, document any fees on withdrawal form.	_____	_____
4. Cafeteria Manager Check for any money due and document on withdrawal form.	_____	_____
5. ESE Specialist Check that all IEP documentation is current and accounted for.	_____	_____
6. ELL Coordinator Check that all ESOL/ELL information is current and accounted for.	_____	_____
7. School Counselor Check that all PST information is current and accounted for.	_____	_____
8. School Clerk Check that cumulative folder is in order as indicated on checklist. Send records out.	_____	_____

Registrar/Records Clerk: Keep this routing slip in outgoing records binder.