

## CUMULATIVE RECORD FOLDER

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised February, 1975	Cumulative Records Student Records

The Cumulative Record Folder will be maintained at the school where the student is currently enrolled. The folder must be turned in to the principal when the student is dropped, transferred to another school or promoted. When the student is transferred to another Pocatello school, the principal shall transfer the record to the new school. In cases where the student is dropped or transferred out of the district, the record must be turned in to the Education Center.

New Cumulative Record Folders may be obtained from the principal for those students who do not have them.

The teacher will indicate in the Cumulative Record Folder on Form No. 5, "Log of Referrals to Special Services/Agencies," any referrals to other agencies where other records may be cumulated.