

WEST POINT CONSOLIDATED SCHOOL DISTRICT
Residency Verification and Immunization Records
Cumulative Folder and Permanent Record Checklist

Residency Verification (Standard 6.1, *MS Public School Accountability Standards, 2014*)

- Current documentation must be kept on file for each student verifying legal residence within the school district.
- Documentation for each student may be kept in the cumulative folder or in a binder and should be purged systematically as updates are received or when a student transfers out of the District.
- Residency verification documentation on file should be **complete** and **accurate**.

_____ Residency verification checklist document is signed and dated by a district representative.

_____ Two proofs of legal residence are secured, and dates of proofs are verified to be recent/current.

Immunization Requirements (Standard 6.2, *MS Public School Accountability Standards, 2014*)

_____ The cumulative folder contains an immunization compliance form for each student.

_____ If student is enrolled with a Temporary Compliance form, documentation must be available at the building indicating measures taken as a follow-up to obtain required compliance form.

_____ Beginning with 2012-2013, all 7th grade students must have an updated Form 121 in the cumulative folder documenting additional immunization (Tdap) for school enrollment.

_____ Immunization Certificate of Compliance section of cumulative folder and permanent record should be completed with date of compliance recorded, initials of verifier, and other medical Information obtained from parent or legal guardian at time of enrollment.

Cumulative Folder and Permanent Record Checklist (Standard 8, *MS Public School Acct. Standards, 2014*)

- Information recorded should be **current** and **accurate**.
- Data should either be typed or neatly printed in **black ink**, except for addresses.
- Mistakes should only be corrected by drawing a line through original information, recording new information, and initialing the correction. Correction fluid should **not** be used on cumulative folders and permanent records.

_____ Student's legal name (last, first, middle) is typed or written in black ink, and the certified birth certificate file number and initials of verifier are recorded.

_____ Place and date of birth are recorded and verified by information from the birth certificate.

_____ Social security number (optional), MSIS number, race, and sex are recorded.

_____ Hispanic or Latino ethnicity is indicated.

_____ Legal address is verified and recorded **in pencil**. If address is verified and updated, the old address shall be erased. The new address shall be written in pencil.

Cumulative Folder and Permanent Record Checklist (Continued)

- _____ Father's full name and mother's full name including mother's maiden name are recorded from information on the birth certificate. Legal guardian's name should be recorded in the absence of parent names. Legal guardianship papers should be filed in cumulative folder if guardian information appears on cumulative folder and permanent record.
- _____ Date, grade, name and address of school, and appropriate state code should be recorded for entrance, withdrawal, and transfer of student. [*State codes are indicated in the legend provided on the cumulative folder*].
- _____ Labels from standardized tests are affixed to the cumulative folder in the designated section of the cumulative folder or to single sheets (*Additional Forms for Recording Data*). Additional labels should also be affixed to the back of the cumulative folder as necessary.
- _____ Labels from standardized tests significant to college, vocational, and planning should be affixed to the appropriate section of the permanent record. These tests include PLAN, ACT, PSAT, and SAT.
- _____ Elementary School Progress section (PreK - Grade 6) and Secondary School Progress section (Grades 7-12) should be completed using printed labels indicating year/session, subjects, marks/grades, credits earned (as applicable), absences, promotion/retention status, and homeroom teacher. If student attended summer school, pertinent information should be recorded on the cumulative folder and permanent record.
- _____ Record significant facts, as necessary, including expulsions, about the student on the cumulative folder. Include date that the record is made, grade and current age of student, person's name recording the information, duration date, and facts about the student that can be documented.
- _____ Summary of high school units section is completed and updated each year on the permanent record. Carnegie unit totals are recorded and tabulated in the appropriate columns.
- _____ Graduation facts section should be completed with month, day, and year of graduation, class rank in class, and GPA. Original signature of principal should be recorded. If student completed another prescribed program (i.e., received a certificate rather than diploma), that information is recorded as well.

OTHER NOTES:

There should only be one permanent record per student. Permanent records can be kept in the cumulative folder or in a separate location. The permanent record is sent with the cumulative folder if the transfer is within the District. Schools outside the District only receive the cumulative folder. The permanent record is kept in perpetuity.