

Directions for Completing Cumulative Records

There must be a cumulative record for each student enrolled.

1. Check to see if the student enrolling is a former student of Butler County Schools. If so, contact the former school to forward the permanent record.
2. Legal name (first, middle and last), validated by the SOCIAL SECURITY CARD should be printed in BLACK ink at top of the folder.
3. The following information should be written in BLACK ink: student name, system, school, SS#, father, mother, guardian, birth certificate verified by, birth date, birth place, race, and sex
4. The following information should be written in pencil: home address, phone number, place of business and phone number.
5. The following items should be placed in the folder: immunization card (blue slip), birth certificate, proof of residence, and social security card.
6. Grade stickers should be affixed to the folder in appropriate place at the end of each year. The following information is included:
 - a. Grades for current year
 - b. Attendance for current year number of days on roll/days present in the system
 - c. Promoted or retained
7. If a student completed summer school, "promoted" will be written on the cumulative folder underneath the grade label.
8. At the end of the academic year, a copy of the final report card should be placed in the folder.
9. Standardized assessment or testing information, with most current on top should be placed together in the folder. Stickers should be placed neatly in standardized test section of the folder.
10. Home Language Form – save the first one completed – should be included.
11. Senior year a copy of the official transcript should be placed in the cumulative folder. The type of diploma received and the date of graduation should be documented on the cumulative folder and transcript.
12. Labels should be printed and placed on the folders in the summer to reflect dual enrollment, credit advancement, and credit recovery.
13. If a student is referred for special education services, the psychometrist will provide the information (referral date, services, qualified - yes/no) to the school counselor to write on the cumulative folder in the special education services area.
14. If parents are given information from the cumulative folder, it should be documented on the back of the cumulative folder. If transcripts are sent to a college, it should be documented on the cumulative folder.
15. The folder should be folded so that student information is inside the folder.

Storing and Filing Cumulative Folders

- Student records should be stored in locked filing cabinets or in locked rooms with limited, controlled access.
- Inactive cumulative folders for graduates or withdrawn students should be filed alphabetically, all grades together by school year. After two academic years, the folders should be sent to the Records Department at Central Office.