

CUMULATIVE RECORD - A student's educational record is comprised of the electronic data maintained in the Total Educational Resource Management System (TERMS); hard copies of information placed in the cumulative record and associated folders to include Category A; Category B; Exceptional Student Education (ESE); English Language Learner (ELL); Psychological; 504 Plan, Students with Other Disabilities, etc.

CATEGORY A - PERMANENT INFORMATION GRADES PRE-K THROUGH ADULT - [CAT A FOLDER]

Verified data of clear educational importance which shall be retained permanently in the manner prescribed by 1002.22 (2) (c) Florida Statutes. Content of Category A Records: The information on these records shall be kept current 'while the student is enrolled'. The following information shall be maintained for each student on the 'Florida Permanent Record Card, Form ESE-386 and Form 392 for Category A, Educational Records, Grades Pre-K through Adult in the manner prescribed by the Florida State Board of Education Administrative Rule 6A-1.0955.

ITEM	STUDENT PERMANENT DATA ELEMENTS Education Records Requirements - Rule 6A-1.0955 Section 1002.22(1), F.S.	DATA ELEMENT NAME	DEFINITION EVIDENCE / EXAMPLE
1.	STUDENT'S FULL LEGAL NAME AND KNOWN CHANGES	<ul style="list-style-type: none"> LEGAL NAME 	<ul style="list-style-type: none"> Birth Certificate Legal Judgment of Adoption Passport Marriage Certificate Certified Transcript of Birth (Issued by Health Department) Name Change Court Decree Certificate of Citizenship Certificate of Naturalization
2.	BIRTH DATE	<ul style="list-style-type: none"> BIRTH DATE VERIFICATION FS 1003.21 	<ul style="list-style-type: none"> A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of record births. Baptismal certificate showing date of birth and place of baptism, accompanied by parents' affidavit. Insurance policy on child which has been in force at least two years. Bible record of child's birth accompanied by parents' affidavit. Passport or certificate of arrival in the United States showing age of child. School record, at least four years prior, showing date of birth. Parents' affidavit accompanied by a certificate of examination from a health officer or physician verifying the child's age. Verification obtained from out-of-state transfer records or from the MSRTS record for a migrant student. (Not valid for entrance into Prekindergarten and Kindergarten).
3.	BIRTHPLACE	<ul style="list-style-type: none"> BIRTHPLACE 	<ul style="list-style-type: none"> The city, state/territory, or foreign country where the student was born. Evidence same as for birth date.
4.	RACE	<ul style="list-style-type: none"> American Indian or Alaska Native Asian Black Or African American Native Hawaiian or Other Pacific Islander White 	<ul style="list-style-type: none"> 1ST Registration Form Naturalization Papers
5.	ETHNICITY		<ul style="list-style-type: none"> 1ST Registration Form Naturalization Papers

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6.	SEX		<ul style="list-style-type: none"> • Birth Certificate • 1ST Registration Form • Naturalization Papers
7.	LAST KNOWN ADDRESS OF STUDENT		<p style="text-align: center;">Collier County</p> <ul style="list-style-type: none"> • Homestead Exemption • Property Tax • Home Purchase Contract • Deed; Manifestation of Domicile • Rental agreement • FL Driver License or FL ID Card • Auto Insurance • Electric, Water, Cable Phone bill • Last Registration Form
8.	NAMES OF STUDENT'S PARENT(S) OR GUARDIAN(S)	<ul style="list-style-type: none"> • Natural Parent • Guardian • Foster Parent • Surrogate 	<ul style="list-style-type: none"> • Valid government photo ID • Legal Guardianship • Passport • Driver License • 1st and last registration form • Adoption paperwork • Birth certificate • Divorce paperwork
9.	NAME AND LOCATION OF SCHOOL(S) ATTENDED. DATES OF ATTENDANCE		<ul style="list-style-type: none"> • First Registration Form • Transcript • TERMS student demographics
10.	NUMBER DAYS PRESENT ABSENT. DATE(S) ENROLLED AND WITHDRAWN. ENTRANCE AND WITHDRAWAL CODES	<ul style="list-style-type: none"> • Attendance, Daily PK-12 • Attendance, Period 9-12 • Attendance, Adult • Date of first entry in District • Entry (Re-Entry Date) PK-12 student entered his/her current school. • Withdrawal Date is Calendar Date PK-12 actual withdrawal from school or District 	<ul style="list-style-type: none"> • First Registration Form • TERMS student demographics • Transcript • Withdrawal Form • Attendance Agreement & Notification of Attendance Laws
11.	COURSES TAKEN AND RECORD OF ACHIEVEMENT	<ul style="list-style-type: none"> • Grades • Certification of Competence • Certificate of Completion, 24 Credit • Unit Credits • Statement of Standard • Special Diploma Issuance 	<ul style="list-style-type: none"> • Co-Enrollment Registration/Grade • Hospital/Homebound Grade Report • Florida Permanent Record Card • Decision to Defer or Accept Standard High School Diploma • Good Cause Forms • Interscholastic Sports PE Waiver • EOC Calculation for COHORT • Progression Letter [Retention LTR] • Report Cards • State License • Summer School Assessment • TERMS Student Database • Transcript • Intensive/Remediation Course Waiver

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12.	Teacher Recommendation – Mathematics	<ul style="list-style-type: none"> Marco Charter Academy 	<ul style="list-style-type: none"> 9-12 Application
13.	DATE OF GRADUATION OR DATE OF PROGRAM COMPLETION (Including statement of standard or special diploma or certificate of completion issuance).		<ul style="list-style-type: none"> Transcript Permanent Record Card Category A – Educational Records (Cum Folder)
14.	HEALTH IMMUNIZATION CERTIFICATION	<ul style="list-style-type: none"> Dates of Immunization and vaccine status 	<ul style="list-style-type: none"> Florida Certificate of Immunization (DH680) to include 'updated' forms. Completed Medical or Religious Exemption Form
15.	Entry Physical		<ul style="list-style-type: none"> Florida Physical Exam Form (DH 3040) Comparable out-of-state provider as long as it contains most elements of Florida form. <i>Must have been completed within 12 months of student's 1st day of school</i>
16.	STATE AND/OR DISTRICT STANDARDIZED ASSESSMENT/ACHIEVEMENT TEST RESULTS IF REQUIRED FOR GRADUATION		<ul style="list-style-type: none"> EOC – Algebra or comparative PERT – ELA, ALG1, ALG2, GEO NGSSS- ALG1, History, Biology, Civics FCAT SAT ACT Alternative -Transcript w/Test Scores
17.	HOME LANGUAGE SURVEY	<ul style="list-style-type: none"> Is a language other than English used in the home? Did the student have a first language other than English? Does the student most frequently speak a language other than English? 	<ul style="list-style-type: none"> Student Registration Form <i>Initial registration form submitted upon first entry in the District Incorporates Federal ELL Home Language Survey Requirements</i> All subsequent Registration Forms
18.	COURT ORDERS		<ul style="list-style-type: none"> Affidavits Order of a court of competent jurisdiction Lawfully issued Federal or Law Enforcement Subpoenas
19.	STUDENT EDUCATION RECORD ACCESS LOG	<ul style="list-style-type: none"> Family Educations Rights and Privacy Act (FERPA) Florida Statutes, Section 1002.22 State Board of Education, Rule 6A-1.0955 	<ul style="list-style-type: none"> Student Access Log Form – <i>School Based and housed in student cum folder.</i> Subpoenas Social Security Requests Disability Parties requesting or obtaining personally identifiable information. Records Requests
20.	STUDENT EMERGENCY INFORMATION CARD		<ul style="list-style-type: none"> Contains Parent authorization to bill Medicaid - <i>NEW Federal Law</i>
21.	Power of Attorney (POA)		<ul style="list-style-type: none"> Written authorization to represent or act on another's behalf

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22.	SOCIAL SECURITY NUMBER	<ul style="list-style-type: none"> SOCIAL SECURITY NUMBER PK-ADULT F.S. 1008.386 District shall include SS# in permanent record and shall indicate if Student ID# is not a SS# 	<ul style="list-style-type: none"> F.S. Section 1008.386 requires school districts to request social security numbers for all students enrolled as of the 1990-91 school year and to use that number as their Florida Student Number Identifier. However, a student is not required to provide his or her social security number as a condition of enrollment or graduation. Federal Legislation relating to Hope Tax Credit requires Technical Centers to collect for every postsecondary student enrolled.
23.	Foster Care		<ul style="list-style-type: none"> School Stability Checklist for Children in Out-of-Home Care
24.	Home Education – Letter of Intent		<ul style="list-style-type: none"> Intent to Establish and maintain a home education program
25.	Home Education – Annual Evaluation		<ul style="list-style-type: none"> Program Annual Evaluation
26.	Home Education – Letter of Termination (Parent)		<ul style="list-style-type: none"> Termination of Home Education (Initiated by Parent)
27.	Home Education – Letter of Termination (CCPS)		<ul style="list-style-type: none"> Termination of the Home Education Program (Initiated by Superintendent)
28.	Student Volunteer Hours		<ul style="list-style-type: none"> Documented Hours for Bright Futures
29.	Needs Assessment for Students in Transition Form		<ul style="list-style-type: none"> FEMA & State of Florida funding for displaced children due to hurricanes IRMA and MARIA
30.	CATEGORY A INFORMATION LISTED ON FORM ESE-386 AND ESE-392 GRADES 9-12 AND ADULT PERMANENT RECORD CARD CATEGORY A – EDUCATION RECORDS, <i>shall be maintained for students enrolled in grades 9-12 and students enrolled in adult education programs which lead to a high school diploma</i>		
31.	CATEGORY A RECORDS OF DEFUNCT NON-PUBLIC SCHOOLS, <i>who are required under s. 228.092(2), F.S. to turn these records over to the local school board for administration upon closing</i>		<ul style="list-style-type: none"> Closed Charter Schools (Christian Classical Academy) Closed District Schools (i.e. Bethune)

CATEGORY A SUB-FOLDER: REGISTRATION

ITEM	STUDENT PERMANENT DATA ELEMENTS Education Records Requirements - Rule 6A-1.0955 Section 1002.22(1), F.S.	DATA ELEMENT NAME	DEFINITION EVIDENCE / EXAMPLE
1.	ONLINE REGISTRATION PACKET		<ul style="list-style-type: none"> Parent/Legal Guardian Photo Identification Official Birth Certificate (or Passport) Physical Examination Florida Immunization Form

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			<ul style="list-style-type: none"> • Social Security Card (if available) • Proof of Address • Report Card/Records Previous School • Copy of IEP/504 Plan (if applicable)

CATEGORY A SUB-FOLDER: ASSESSMENT TESTS

ITEM	REQUIRED STATEWIDE ASSESSMENTS	STUDENTS TO BE TESTED	PURPOSE
1.	FSA Algebra 1 and Geometry EOC assessments	Students enrolled in associated courses. SEPTEMBER	Purpose: Measure student achievement of Florida's academic standards (Florida Standards, Next Generation Sunshine State Standards) Required uses: third grade retention; high school standard diploma; EOC assessments as 30% of course grade; school grades; school improvement rating; district grades; differentiated accountability; VAM; scholar designation; Credit Acceleration Program; school improvement plans; school, district, state, and federal reporting
2.	NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses. SEPTEMBER	Purpose: Measure student achievement of Florida's academic standards (Florida Standards, Next Generation Sunshine State Standards) Required uses: third grade retention; high school standard diploma; EOC assessments as 30% of course grade; school grades; school improvement rating; district grades; differentiated accountability; VAM; scholar designation; Credit Acceleration Program; school improvement plans; school, district, state, and federal reporting
3.	FSA ELA – Reading	Grade 3 APRIL	Purpose: Measure student achievement of Florida's academic standards (Florida Standards, Next Generation Sunshine State Standards) Required uses: third grade retention; high school standard diploma; EOC assessments as 30% of course grade; school grades; school improvement rating; district grades; differentiated accountability; VAM; scholar designation; Credit Acceleration Program; school improvement plans; school, district, state, and federal reporting

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ITEM	REQUIRED STATEWIDE ASSESSMENTS	STUDENTS TO BE TESTED	PURPOSE
4.	FSA ELA – Writing	Grades 4–6 APRIL	<p>Purpose: Measure student achievement of Florida’s academic standards (Florida Standards, Next Generation Sunshine State Standards)</p> <p>Required uses: third grade retention; high school standard diploma; EOC assessments as 30% of course grade; school grades; school improvement rating; district grades; differentiated accountability; VAM; scholar designation; Credit Acceleration Program; school improvement plans; school, district, state, and federal reporting</p>
5.	FSA ELA – Writing	Grades 7–10 APRIL	<p>Purpose: Measure student achievement of Florida’s academic standards (Florida Standards, Next Generation Sunshine State Standards)</p> <p>Required uses: third grade retention; high school standard diploma; EOC assessments as 30% of course grade; school grades; school improvement rating; district grades; differentiated accountability; VAM; scholar designation; Credit Acceleration Program; school improvement plans; school, district, state, and federal reporting</p>
6.	FSA ELA – Reading	Grades 7–10 MAY	<p>Purpose: Measure student achievement of Florida’s academic standards (Florida Standards, Next Generation Sunshine State Standards)</p> <p>Required uses: third grade retention; high school standard diploma; EOC assessments as 30% of course grade; school grades; school improvement rating; district grades; differentiated accountability; VAM; scholar designation; Credit Acceleration Program; school improvement plans; school, district, state, and federal reporting</p>
7.	FSA Mathematics	Grades 7 and 8 MAY	<p>Purpose: Measure student achievement of Florida’s academic standards (Florida Standards, Next Generation Sunshine State Standards)</p> <p>Required uses: third grade retention; high school standard diploma; EOC assessments as 30% of course grade; school grades; school improvement rating; district grades; differentiated accountability; VAM; scholar designation; Credit Acceleration Program; school improvement plans; school, district, state, and federal reporting</p>

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8.	FSA ELA – Reading	Grades 4–6 MAY	<p>Purpose: Measure student achievement of Florida’s academic standards (Florida Standards, Next Generation Sunshine State Standards)</p> <p>Required uses: third grade retention; high school standard diploma; EOC assessments as 30% of course grade; school grades; school improvement rating; district grades; differentiated accountability; VAM; scholar designation; Credit Acceleration Program; school improvement plans; school, district, state, and federal reporting</p>
9.	FSA Mathematics	Grades 3–6 MAY	<p>Purpose: Measure student achievement of Florida’s academic standards (Florida Standards, Next Generation Sunshine State Standards)</p> <p>Required uses: third grade retention; high school standard diploma; EOC assessments as 30% of course grade; school grades; school improvement rating; district grades; differentiated accountability; VAM; scholar designation; Credit Acceleration Program; school improvement plans; school, district, state, and federal reporting</p>
10.	NGSSS Statewide Science Assessment	Grades 5 and 8 MAY	<p>Purpose: Measure student achievement of Florida’s academic standards (Florida Standards, Next Generation Sunshine State Standards)</p> <p>Required uses: third grade retention; high school standard diploma; EOC assessments as 30% of course grade; school grades; school improvement rating; district grades; differentiated accountability; VAM; scholar designation; Credit Acceleration Program; school improvement plans; school, district, state, and federal reporting</p>

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ITEM	STATEWIDE ASSESSMENTS SELECT STUDENTS	STUDENTS TO BE TESTED	PURPOSE
1.	FAIR	Grades 3–12 AUGUST – NOVEMBER	Provides general estimates of students' reading ability/monitors students' progress toward meeting grade-level skills in reading
2.	PreACT	Grade 10 SEPTEMBER – DECEMBER	Inform course placement
3.	ELA Grade 10 Retake – Writing	SEPTEMBER	
4.	ELA Grade 10 Retake – Reading	SEPTEMBER	
5.	PSAT/NMSQT	Grade 10 OCTOBER	Inform course placement
6.	FAIR	Grades 3–12 NOVEMBER - FEBRUARY	Provides general estimates of students' reading ability/monitors students' progress toward meeting grade-level skills in reading
7.	FSA ELA Writing Field Test	Grades 4–6 NOVEMBER – DECEMBER	
8.	FSA ELA Writing Field Test	Grades 7–10 NOVEMBER – DECEMBER	
9.	ACCESS for ELLs 2.0	Grades K–12 currently classified as ELL with "LY" code JANUARY – MARCH	
10.	Alternate ACCESS for ELLs	Grades 1–12 with significant cognitive disabilities and currently classified as ELL with "LY" code JANUARY - MARCH	
11.	NAEP	Pilot Assessments: Grades 4, 8, and 12 JANUARY - MARCH	Measure student performance for comparison among state and national populations over time

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ITEM	STATEWIDE ASSESSMENTS SELECT STUDENTS	STUDENTS TO BE TESTED	PURPOSE
12.	FAIR	Pilot Assessments: Grades 3-12 FEBRUARY – JUNE	
13.	ELA Grade 10 Retake – Writing	FEBRUARY – MARCH	
14.	ELA Grade 10 Retake – Reading	FEBRUARY – MARCH	
15.	FSA Algebra 1 Retake EOC ⁵	FEBRUARY – MARCH	

ITEM	DISTRICT-REQUIRED ASSESSMENT INFORMATION	STUDENTS TO BE TESTED	PURPOSE
1.	Collier Pre-Test	Selected courses without state assessments AUGUST and JANUARY	
2.	Collier Quarter 1 Benchmark Assessments	Courses with state assessments OCTOBER	
3.	Collier Quarter 2 Benchmark Assessments	Courses with state assessments DECEMBER	
4.	Collier Quarter 3 Benchmark Assessments	Courses with state assessments MARCH	
5.	Collier Post-Test	Selected courses without state assessments SEM 1 – DECEMBER ELM – MAY – JUNE SEC- MAY – JUNE SENIORS - MAY	

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CATEGORY B - TEMPORARY INFORMATION GRADES PRE-K THROUGH ADULT - [CAT B FOLDER]

Verified data of clear educational importance which is subject to periodic review and elimination six years after the student's or his/her class graduates.

ITEM	STUDENT TEMPORARY INFORMATION Temporary student records as defined in Department of Education Rule 6A-1.0955, <i>Florida Administrative Code</i> , Education Records Section 1001.52(3), F.S.	EVIDENCE
1.	Academic and Behavioral and Intervention Services	
2.	Authorization for Travel Off Campus (TAPP)	•
3.	Certificates of Achievement	• Student of the Year • Perfect Attendance, etc.
4.	Confirmation of Pregnancy (TAPP)	•
5.	Correspondence from Community Agencies or Private Professionals	
6.	Discipline Records	• Major Discipline actions • Suspension
7.	Driver Education Certificate	
8.	Educational and Career Plans	
9.	Family Background Data	
10.	Functional Behavior Assessment (FBA)	PRE-K Form
11.	Grade Change Forms	
12.	Health Information and Health Care Plans	• Health screening - referrals/outcomes • Hearing screening • Vision screening • Scoliosis screening • Growth and Development screening
13.	Honors and Activities	
14.	List of Schools Attended	
15.	Opt-Out Health Screening Form	
16.	Positive Behavior Intervention Plan (PBIP)	PRE-K Form
17.	Psychological Evaluations	
18.	Interims	• Regular and Summer School
19.	Records Designated for Retention by the Florida Department of State in General Records Schedule GS7 for Public Schools	• Pre-K – 12 • Adult • Vocational • Technical
20.	Reports of Student Services or Exceptional Student Staffing Committees Including all Information Required Section 1001.42(13), F.S.	• Information Required by Section 1001.42(13) F.S.
21.	Requests to Restrict Release of Directory Information	
22.	Requests to Waive Access to Confidential Records	
23.	School Environmental Safety Incident Reports (SESIR)	• SESIR Collected under Section 1006.07(9), F.S.
24.	Standardized Test Scores/Test Score Sheets	• Those Not Contingent on Graduation • Next Generation Sunshine State Standards-Statewide Science Assessment
25.	Student Code of Conduct	• Form Signed by Parent
26.	Teacher Comments	
27.	Teenage Parent Program – Parental Decision Regarding Placement	
28.	Therapeutic Treatment Plans and Therapy Progress Notes	
29.	Threat Assessments Done by the Threat Assessment Team Pursuant to Section 1006.07(7), F.S.	

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ITEM	STUDENT TEMPORARY INFORMATION Temporary student records as defined in Department of Education Rule 6A-1.0955, <i>Florida Administrative Code</i> , Education Records Section 1001.52(3), F.S.	EVIDENCE
30.	Work Experience Reports	
31.	Written Agreements of Corrections, Deletions or Expulsions as a Result of Meetings or Hearings to Amended Educational	
32.	Yearly Acknowledgments – Signed by Parents	<ul style="list-style-type: none"> • Code of Conduct • Release Directory Information • Parent/Student/Teacher Contract • Edmodo Learning Network Contract
33.	ADHD Screening Checklist / Parent Release Form	

	EXCEPTIONAL STUDENT EDUCATION FOLDER – [ESE FOLDER]	
1.	Academic and behavioral intervention services	
2.	ACT/SAT accommodation requests	
3.	All audio recordings	
4.	All IEPs, EPs, FSPs, TIEPs including checklists, transportation forms and mainstream consult log forms	
5.	All notices of re-evaluation	
6.	All parents' invitations to attend IEP meetings	
7.	All re-evaluation reports	
8.	Alternate Assessment documents	
9.	Assistive Technology Report	
10.	Audio Logical Report	
11.	Autism Spectrum Evaluation	
12.	Autism Spectrum Evaluation – Teacher Interview	
13.	Autism Spectrum Evaluation – Confidential (School Psychologist)	
14.	Battelle Developmental Inventory Summary – Written Report	
15.	Behavior Intervention Plans	
16.	Career Placement Checklist / Documentation	
17.	Communication Plan	
18.	Consent for evaluation/Eligibility paperwork when the team has determined a student NOT eligible for ESE	
19.	Consent to participate in the Access Points	
20.	Considerations for Educationally Relevant Therapy (CERT)	
21.	Dismissal Paperwork	
22.	Eligibility Paperwork	
23.	Excusal Forms	
24.	FAA checklist	
25.	FCAT/EOC waivers	
26.	Findings of an Administrative Hearing Judge as the result of a Due Process Hearing	
27.	Findings the Florida Department of Education as the result of a parent complaint	
28.	Formal Notice of Denial (PWN) <ul style="list-style-type: none"> • to initiate a formal evaluation • to include a requested component of the IEP or to make a program change 	
29.	Galileo Individual Development Profile	
30.	Group analysis form (SLD, LI, IND)	

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EXCEPTIONAL STUDENT EDUCATION FOLDER – [ESE FOLDER]	
31.	Homebound/Hospitalized Lesson Plan
32.	IEP/TIEP Progress Reports
33.	Individual Assistance Assessment
34.	Initial IEP Matrix Notification Letter
35.	Manifestation Hearing Reports
36.	Matrix of Services (for each IEP)
37.	McKay scholarship (Superintendents annual notice and IEP accompanying notice)
38.	Non-Coercion/Dissuasion Form
39.	Notice of diploma option form
40.	Notice of IEP Team Recommendations for Reevaluation
41.	Notice of Intent Not to Conduct a Formal Evaluation
42.	Notice of Transfer of Rights at Age 18
43.	Notice that Graduation with a Standard Diploma is a Change of Placement
44.	OT/PT Plan of Care
45.	Outside agency educational reports
46.	Outside Agency Supporting Documentation
47.	Parent conferences
48.	Parent Matrix Notification Funding Document
49.	Payroll Documentation Form (Homebound/Hospitalized Instruction
50.	Psychological Evaluation Report (WORD document with the title of Psychological Evaluation on blue paper)
51.	Physicians Letter (for physically impaired)
52.	PMP Data
53.	Progress Reports
54.	Referral Form For Assistive Technology
55.	Release of Information
56.	Reports of corrective actions as the result of findings from the Florida Department of Education or an Administrative Law Judge
57.	Request for Consideration of Homebound/Hospitalized Instruction (completed by doctor with diagnose)
58.	Service Plans (IDEA) Parentally Placed Private School
59.	Summary of Performance
60.	SSP Data I
61.	Therapeutic treatment plans and therapy progress notes
62.	Tier II and Tier III MTSS data both in written and/or graphical format
63.	Transition Assessment

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ENGLISH LANGUAGE LEARNERS – [ELL FOLDER]	
1.	Assessment Letters and Accommodation Letters <ul style="list-style-type: none"> • State Assessment Letters • CELLA Assessment Letters • State Assessment Accommodation Letters
2.	Committee Conference Forms <ul style="list-style-type: none"> • Letter of Invitation to LEP Committee Meetings • ELL Committee Conference and Parent Notification Form
3.	Parent Notification of ELL Program Status (Assessment or Exit) Forms
4.	Student Educational Plans
5.	Program Eligibility Assessments (on-line CELLA) <ul style="list-style-type: none"> • On-line CELLA Placement Assessment • On-line CELLA Placement Assessment Re-Evaluation • WIDA ACCESS 2.0 • ELL Annual State Assessment Results • DO NOT Keep Test Booklets
6.	Program Placement and Parent Notification Form
7.	Student EXIT from ELL Program Form <ul style="list-style-type: none"> • LF (Exited) Follow-Up Forms • English Language Learner LF Follow-Up Form (Elementary) • English Language Learner LF Follow-Up Form (Secondary)

GIFTED (GFT FOLDER)	
1.	Consent for Evaluation
2.	Educational Plan
3.	Evaluation Report
4.	Eligibility Determination

504 PLAN – [504 FOLDER]	
1.	504 Meeting Participation Statement
2.	Audio recordings
3.	Meeting Notice
4.	Notice of Informed Refusal to Take a Specific Action Regarding Section 504 of the Rehabilitation Act
5.	Notice of Manifestation
6.	Notice of Section 504 Evaluation Results
7.	Notice of Section 504 Manifestation Determination Evaluation Results
8.	Parent Input Form
9.	Reason for Referral and Consent
10.	Section 504 Evaluation/Reevaluation/Dismissal/Annual Review
11.	Teacher Input Form

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PSYCHOLOGICAL – [PSY FOLDER] <i>For Students Determined NOT Eligible for Special Education (ESE)</i>	
1.	Adaptive Behavior Assessment System (ABAS)
2.	Adaptive Behavior Assessment System (ABAS-3) – Parent/Primary Caregiver Form
3.	Adaptive Behavior Assessment System (ABAS-3) – Teacher Form
4.	Adaptive Behavior Assessment System (ABAS-3) –Teacher/Daycare Provider Form
5.	Adaptive Behavior Assessment System (ABAS-3) – Parent/Primary Caregiver Form
6.	Autism Diagnostic Observation Schedule (ADOS)
7.	Autism Spectrum Rating Scales (ASRS)
8.	Battelle Developmental Inventory Protocols (Looks like Test – TCH bubbles in student response)
9.	BASC3
10.	Beck Youth Inventories (BYI)
11.	Beery-Buktenica Visual-Motor Integration (VMI)
12.	Behavior Assessment System for Children (BASC)
13.	Behavior Rating Inventory of Executive function (BRIEF2)
14.	Childhood Autism Rating Scale (CARS)
15.	Children's Depression Inventory (CDI)
16.	Consent for Evaluation (separate form with parent/guardian signature)
17.	Comprehensive Test of Nonverbal Intelligence (CTONI)
18.	Comprehensive Test of Phonological Processing (CTOPP-2)
19.	Conners (Conners)
20.	Developmental Profile (DP3)
21.	Kaufman Assessment Battery for Children (KABC)
22.	Kaufman Test of Educational Achievement
23.	Piers-Harris Self-Concept Scale (Piers-Harris)
24.	Psychological Reports from within or outside Collier District from other Florida counties or other states.
25.	Psychosocial Evaluation & Threat Risk Assessment (PETRA)
26.	Release of Records form(s) (separate forms either from the district or outside agency requesting release of the psychological report)
27.	Reynolds Children's Manifest Anxiety Scale (RCMAS)
28.	Reynolds Intellectual Assessment Scales (RIAS)
29.	Risk Inventory and Strengths (RISE)
30.	Vineland Adaptive Behavior Scales (Vineland)
31.	Violence Threat Assessment (VTA) Incident Report
32.	Wechsler Individual Achievement Test (WIAT)
33.	Wechsler Adult Intelligence Test (WAIS)
34.	Wechsler Intelligence Scale for Children (WISC)
35.	Wechsler Nonverbal Scale of Ability (WNV)
36.	Wechsler Preschool and Primary Scale of Intelligence (WPPSI)
37.	Woodcock-Johnson print out
38.	Woodcock-Johnson Tests of Achievement (WJACH)
39.	Woodcock-Johnson Tests of Cognitive Abilities (WJCOG)
40.	Woodcock-Johnson Tests of Oral Language (WJ-OL)
41.	Woodcock-Johnson IV Tests of Achievement Form A Standard and Extended Batteries
42.	RIAS-2

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HEALTH (MED FOLDER)	
1.	Allergies
2.	Assessment and monitoring logs
3.	Authorizations for Nursing Care/Treatment
4.	CCPS Head Start Parental Informed Consent & Authorization for Health Services (HSP/VPK)
5.	Child Health Record Form 5, Dental Health (HSP/VPK)
6.	Chronic diseases/conditions
7.	Consent for School-Based Mental Health Counseling
8.	Diabetes Care and Treatment Authorization
9.	Hospital records, discharge summaries, medical history information from students' health care providers
10.	Individual health care plans (IHPs) and emergency action plans (EAPs)
11.	Lice Logs
12.	Logs documenting delegated procedures performed by unlicensed assistive personnel, such as tube feedings
13.	Medication Authorization Forms
14.	Medication Administration Log
15.	Nursing Assessments / Plans
16.	Observation calendars
17.	Permission For Screening and Emergency Treatment (HSP/VPK)
18.	Pre-participation Physical Evaluation (Florida High School Athletic Association)
19.	Release of Information and Exposure Forms
20.	Ronald McDonald Care Mobile (HSP/VPK)
21.	Section 504 Student Accommodation Plan
22.	Self-Carry Contract
23.	Student health issue related consultation with school personnel, parents, service providers
24.	Skills Checklist
25.	Student Health Care Plans (HSP/VPK)
26.	Student Health History Forms
27.	Woodcock Johnson print out [PSYCH]
28.	NICHQ Vanderbilt Assessment Scale – Teacher Informant

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SPEECH / LANGUAGE PATHOLOGISTS (SLP FOLDER) PRO FOLDER (Student Records Job Code Access Listing)	
1.	Battelle Developmental Inventory 2
2.	CELF Screening
3.	Clinical Evaluation of Language Fundamentals Spanish- 4 (CELF-4)
4.	Clinical Evaluation of Language Fundamentals 5 (CELF 5 – Speech-Language Pathologist Tests)
5.	Clinical Evaluation of Language Fundamentals Preschool 2
6.	Expressive One Word Vocabulary Test
7.	Expressive Vocabulary Test 2 (EVT 2 – Speech-Language Pathologist Tests)
8.	Goldman Fristoe Test of Articulation 2 or 3 (GFTA)
9.	Kahn-Lewis Phonological Assessment 2 and Kahn-Lewis Phonological Analysis (KLPA3)
10.	Oral and Written Language Scales II
11.	OWLS II
12.	Peabody Picture Vocabulary Test 4 (PPVT 4 – Speech-Language Pathologist Tests) and PPVT5
13.	Preschool Language Scales 5 (PLS-5 Fifth Edition)
14.	Preschool Language Scales 5 Screening
15.	Preschool Language Scales Spanish 5
16.	Receptive and Expressive Evaluation of Language (REEL)
17.	Stuttering Severity Index 4
18.	Test of Pragmatic Language
19.	TOPL 2 – Speech-Language Pathologist Tests
20.	TOLD-1:4 Test of Language Development – Intermediate: Fourth Edition
21.	Stuttering Severity Instrument-3 (SSI-3)
22.	Expressive Vocabulary Test – EVT-2 and EVT-3
23.	Exceptional Student Education Language Checklist (For Parents)
24.	The Phonological Awareness Test 2 - Lingui Systems
25.	Exceptional Student Education Communication Skills Checklist (For Teachers)
26.	Exceptional Student Education Speech/Articulation Checklist (For Parents)
27.	Pragmatics Profile
28.	CREVT-2 Comprehensive Receptive and Expressive Vocabulary Test
29.	Exceptional Student Education Examination of Oral Mechanism Structure and Function
30.	Developmental Indicators for Assessment of Learning – DIAL-4

LEGAL (LGL FOLDER)	
1.	Court Ordered Documents – Divorce, Custody, Restraining Order, etc.
2.	Department of Children and Family Service Letters Authorizing Care for Foster Parents

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OCCUPATIONAL AND PHYSICAL THERAPY (OPT FOLDER)	
1.	Adolescent and Adult Sensory Profile
2.	Beery-Buktenica Developmental Test of Visual-Motor Integration (VMI_
3.	Box and Block Test
4.	Developmental Test of Visual Perception (DTVP-2 or DTVP-3)
5.	Developmental Test of Visual Perception – Adolescent & Adult (DTVP-A)
6.	Evaluation Tool of Children's Handwriting (ETCH)
7.	Grooved Peg Test
8.	Gross Motor Function Measure
9.	Jordan Left-Right Reversal Test
10.	Miller Assessment for Preschoolers (MAP)
11.	Miller Function & Participation Scales
12.	Motor Function Measure
13.	Nine Hole Peg Test
14.	Occupational Therapy/Physical Therapy Evaluation Worksheet
15.	Peabody Developmental Motor Scales, Second Edition (DTVP-2)
16.	QUEST
17.	School Function Assessment (SFA)
18.	Sensory Processing Measure (SPM)
19.	Sensory Profile School Companion
20.	Short Sensory Profile
21.	Test of Handwriting Skills, Revised (THS-R)
22.	Test of Visual Perceptual Skills (TVPS-3)
23.	The Print Tool

INCOMING RECORDS REQUESTS (IRR FOLDER)	
1.	Records received from another county/state/country school district for incoming student transferring to Collier.

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HEADSTART PROGRAM (HSP FOLDER)	
1.	Applicant & Family Member Information
2.	CCPS Head Start Prekindergarten Family Needs Assessment
3.	Child Health Record: Form 1, General Information
4.	Child Health Record: Form 2B, Health History
5.	Family Partnership Agreement / Needs Assessment
6.	Florida Medicaid Card
7.	Head Start Eligibility Verification
8.	Income Verification Form
9.	Parent Agreement
10.	Parental Informed Consent
11.	Permission Release for Screening/Medical/Dental
12.	Registration Checklist
13.	Release of Medical Information/Records
14.	Teacher/Parent Contact Log
15.	Transportation Forms (Immokalee ONLY)

DISCIPLINE / ALTERNATIVE (ALT FOLDER)	
1.	Student Alternative Placement Summary
2.	Threat Assessments done by the threat assessment team pursuant to Section 1006.07(7), F.S. UNDER REVIEW BY LEGAL
3.	Bullying Reports - MANAGEMENT INFORMATION REPORT – Incident Reports
4.	MANAGEMENT INFORMATION REPORT (MIR) – Incident Reports

MENTAL HEALTH ARCHIVE (MHA FOLDER)	
1.	
2.	
3.	

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DOCVault FOLDER CODE/DESCRIPTION/TABLES			
TARGET ID	FOLDER CODE	FOLDER DESCRIPTION	COLLIER TARGET TABLE
1	Student_Category_A	Group A documents for students	CCPSUID/[ID]/Student Group A
2	Student_Category_B	Group B documents for students	CCPSUID/[ID]/Student Group B
3	Student_ELL	ELL documents for students	CCPSUID/[ID]/Student ELL
4	Student_ESE	ESE documents for students	CCPSUID/[ID]/Student ESE
5	Student_ALT	ALT documents for students	CCPSUID/[ID]/Student ALT
6	Student_Home_Directory	Scan to student's home directory	[home directory]
7	Student_Legal	Legal documents for students	CCPSUID/[ID]/Student Legal
8	Training_Professional_Learning	Professional Learning documents	Training/Professional Learning/[ID]
12	Employee_Home_Directory	Scan to employee home directory	[home directory]
13	Student_Psychological	Psychological Documents for Students	CCPSUID/[ID]/Student Psychological
14	Student_Gifted	Gifted documents for students	CCPSUID/[ID]/Student Gifted
15	Student_Medical	Medical documents for Students	CCPSUID/[ID]/Student Medical
16	Student_504	Folder 504	CCPSUID/[ID]/Student 504
17	Student_OPT	Occupational Therapy	CCPSUID/[ID]/Student OPT
18	Student_SLP	Student Protocols	CCPSUID/[ID]/Student SLP
19	Student_SEC	Security Forms	CCPSUID/[ID]/Security
20	Student_IRR	Student Record Requests	CCPSUID/[ID]/Student IRR
21	Employee_Benefits	Employee Benefits Documents	CCPSUID/[ID]/Employee Benefits Archive
22	Employee_Data_Sheets	Employee Data Sheets	CCPSUID/[ID]/Employee Data Sheets
23	Employee_New_Hire	Employee New Hire	CCPSUID/[ID]/Employee New Hire
24	Employee_Correspondence	Employee Correspondence	CCPSUID/[ID]/Employee Correspondence
25	Employee_Confidential	Employee Confidential	CCPSUID/[ID]/Employee Confidential
26	Employee_Contracts	Employee Contracts	CCPSUID/[ID]/Employee Contracts
27	Employee_Professional_Learning	Employee Professional Learning	CCPSUID/[ID]/Employee Professional Learning
28	Employee_Certification	Employee Certification	CCPSUID/[ID]/Employee Certification
29	Employee_CT-118_Forms	Employee CT-118 Forms	CCPSUID/[ID]/Employee CT-118 Forms
30	Employee_Conference	Employee Conference	CCPSUID/[ID]/Employee Conference
31	Employee_Transfer_Points	Employee Transfer Points	CCPSUID/[ID]/Employee Transfer Points
32	Legal_Agreements	Legal Agreements	Legal/[ID]/Agreements
33	Legal_Affidavits	Legal Affidavits	Legal/[ID]/Affidavits
34	Legal_Appraisals	Legal Appraisals	Legal/[ID]/Appraisals
35	Legal_Conveyance	Legal Conveyance	Legal/[ID]/Conveyance
36	Legal_Court	Legal Court	Legal/[ID]/Court
37	Legal_Correspondence	Legal Correspondence	Legal/[ID]/Correspondence
38	Legal_Deeds	Legal Deeds	Legal/[ID]/Deeds
39	Legal_Easements	Legal Easements	Legal/[ID]/Easements

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DOCVault Folder Code/Description/Tables			
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40	Legal_Plans	Legal Plans	Legal/[ID]/Plans
41	Legal_Permits	Legal Permits	Legal/[ID]/Permits
42	Legal_Reports	Legal Reports	Legal/[ID]/Reports
43	Legal_Title	Legal Title	Legal/[ID]/Title
44	Legal_Misc	Legal Misc	Legal/[ID]/Misc
45	Legal_Index	Legal Index	Legal/[ID]/Index
46	Student_HSP	Headstart Program	CCPSUID/[ID]/Student HSP
47	Employee_HRM_Archive	Employee HRM Archive	CCPSUID/[ID]/Employee HRM Archive
48	Employee_HR_Archive	Employee HR Archive	CCPSUID/[ID]/Employee HR Archive
49	Employee_Applicant_Screening	Employee Applicant Screening	CCPSUID/[ID]/Applicant Screening
50	Employee_Compensation	Employee Compensation	CCPSUID/[ID]/Employee Compensation
51	Employee_Relations	Employee Relations	CCPSUID/[ID]/Employee Relations
52	Employee_Personnel_File	Employee Personnel File	CCPSUID/[ID]/Employee Personnel File
53	Employee_Staffing	Employee Staffing	CCPSUID/[ID]/Employee Staffing
54	Student_Mental_Health_Assessment	Student Mental Health Assessment	CCPSUID/[ID]/Student Mental Health Assessment