

CUMULATIVE RECORDS

A student's cumulative record must contain the following:

- TEA Approved Academic Record
- Birth Certificate-copy
- Social Security Card-copy
- Test scores for all appropriate tests
- GT packet (if applicable)
- Language Survey (if applicable)
- Bilingual/ESL packet (if applicable)
- Legal documents needed for guardianship information
- Proof of Residence
- Transfer documents
- Leaver Code Documentation

A student's Special Education record is maintained separate and apart from the cumulative record. It is the responsibility of the sending school to ascertain that all academic folders contain only the materials listed above.

REQUEST FOR RECORDS

A parent or an adult student (18 years of age or older) may request his/her academic record from the school by presenting proper identification to the Principal or Superintendent's Office.

RELEASE OF DIRECTORY INFORMATION

A campus may release only directory information to a person making a request if parental release has been given. This is information normally found in the yearbook or in press releases.

Directory Information is student name, address, current grade, participation in officially recognized activities and sports, height and weight of athletic teams, photograph, athletic performance, awards received, and the most recent academic institution attended.

No other information may be released to anyone except the parent or legal guardian.