**Student Cumulative Drop File Procedures**

**Elementary School Level Procedures -** Elementary schools will have two drop files

1. Current school year dropped student cumulative folders.
   * Folders to be sorted alphabetically.
2. Past school years dropped student cumulative folders.
   * Folders to be sorted by grade level then alphabetically.

(Example: KN / A-Z, 1st / A-Z, 2nd / A-Z, etc…)

*The current and past school year file will only contain* ***elementary aged*** *student folders.*

**At the end of each school year:**

1. Forward to assigned Middle the following files.
   1. Promoted 5th grade student cumulative folders.
   2. Dropped student cumulative folders (*This includes current and past dropped cumulative folders of Middle grade level students. All folders to be sorted alphabetically*).
   * Band or box and mark drop files separately.
   * **Clean out files before forwarding**.

Files should contain the following information:

* 1. Copy of State Issued Birth Certificate or Witness of Birth Certificate Form
  2. Copy of Social Security Card
  3. Copy of Immunization Record
  4. Information on school entry, withdrawal, graduation
  5. Subjects taken, grades received, testing, high school proficiency exam score etc…

1. Move your current school drop folders to the past year drop file.
   * Folders to be sorted by grade level then alphabetically.

(Example: KN / A-Z, 1st / A-Z, 2nd / A-Z, etc…)

**Middle School Level Procedures -** Middle Schools will have three drop files

1. 6th grade student cumulative folders A-Z
2. 7th grade student cumulative folders A-Z
3. 8th grade student cumulative folders A-Z

**At the end of each school year:**

1. Forward all 8th grade student cumulative folders to Freshman High

(*This will include current and dropped folders. All folders to be sorted alphabetically*)

* + Band or box and mark drop folders separately.

**Freshman High School Level Procedures -** Freshman High Schools will have two drop files

1. 9th grade student cumulative folders A-Z

**At the end of each school year:**

1. Forward all 9th grade student cumulative folders to Hobbs High School

(*This will include current and dropped folders. All folders to be sorted alphabetically*)

* + Band or box and mark drop folders separately.

**Hobbs High School Level Procedures -** Hobbs High Schools will have three drop files

1. 10th grade student cumulative folders
2. 11th grade student cumulative folders
3. 12th grade student cumulative folders
   * **Upon termination of the student’s formal education in the system because of graduation, withdrawal, or other reasons, the cumulative record will be maintained in the school until the student has reached the age of 21. After this time all records will be placed on Docuware and located in the district for a period of ninety (90) years**