

Cumulative Folder Guidance Specific to English Learners

Please use the following checklist to ensure that information specific to identified English learner students is included in the cumulative folder. Update all information in cumulative folders at the end of each school year or when a student transfers to another school or school district. When working with cumulative folders, school staff must keep all information intact, confidential, and safe.

Note: Electronic documentation is acceptable as long as it can be produced for State auditors and is stored securely.

Student Name:	School Year:
SSID:	Grade:

	Annual Documentation	Date Completed
<input type="checkbox"/>	Original Home Language Survey	
<input type="checkbox"/>	KELPA/WIDA Alternate Screener Report (K-12) or preLAS/Pre-IPT (Preschool)	
<input type="checkbox"/>	Most Recent Annual Parent Notification Letter	
<input type="checkbox"/>	Parent Waiver of Services (<i>if applicable</i>)	
<input type="checkbox"/>	Copy of the student's current Individual Learning Plan	
<input type="checkbox"/>	Copy of ELP Assessment (KELPA or WIDA Alternate ACCESS) Score Reports <ul style="list-style-type: none"> • <i>Student score reports should remain in the cumulative folder for at least two years or be stored in an electronic format that is easily accessible and made available as needed.</i> 	
<input type="checkbox"/>	Other:	
<input type="checkbox"/>	Other:	

	Exit/Monitor Documentation	Date Completed
<input type="checkbox"/>	Transition Year (Optional)	
<input type="checkbox"/>	Monitor – Year 1	
<input type="checkbox"/>	Monitor – Year 2	

Update Log			
Name	Initials	Date	Notes (Optional)