



Tobin K-8 School Cumulative Record Folder SY'2017-2018

Educators will follow the guidelines below to ensure cumulative record folders are up-to-date for review by parents, families and fellow Tobin educators.

Top Information:

- ❖ Enter/Check the School Name, Student first and last name, middle initial and student number

Biographical Data (left hand box on front):

- ❖ Enter/Check the child's date of birth, birthplace, address, parent/guardian address and phone number (you may want to do phone number in pencil)

School Information (right hand box on front):

- ❖ Enter/Check Tobin K-8 for the current year information: school name, date of admission for this year
 - 1st-5th: 09/07/17
 - K2: 09/11/17
- ❖ Enter the current grade, days present, days absent, times tardy
 - Please assume perfect attendance after June 20, 2018
- ❖ Enter conduct and effort grades for the year (1-4)
- ❖ Enter the name of the school they will be attending for 2017-2018
- ❖ Enter the start date for next year:
 - 1st-5th Grade: 09/06/18
 - K2: 09/10/17
- ❖ Enter the grade student will be in (approved retentions will sustain current grade)

Back of the Cumulative Folder:

- ❖ Enter the student's name, address, phone number, birth place, parent guardian, date of admission

Grades:

- ❖ Enter overall report card grades for students, including ARTS/specialists grades (and write the specialist discipline e.g. Visual Art, Health & Wellness, Computers, Physical Education, History/Science)