

# Tobin K-8 School Cumulative Record Folder SY'2019-2020



**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
  - 1<sup>st</sup>-5<sup>th</sup>: 09/05/19
  - K2: 09/09/19
- ❖ Enter the current grade, days present, days absent, times tardy
- ❖ Enter conduct and effort grades for the year (1-4)
- ❖ Enter the name of the school they will be attending for 2018-2019
- ❖ Enter the start date for next year:
  - 1<sup>st</sup>-5<sup>th</sup> Grade: 09/05/19
  - K2: 09/09/19
- ❖ 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)