



Please place all documents in the permanent record in the following order:

1. **Home Language Survey:** we need a copy of the original from the **first** Texas public school district attended.
2. **Social Security Card:** copy or documentation written by school personnel and verified by signature of the person who recorded the information.
3. **Birth Date Documentation:** i.e. birth certificate, church records, bible records, passport or immigration records
4. **Food Allergy Form:** For all students. For the use of school personnel only within the limitations of FERPA.
5. **LPAC Records:** for LEP students ever served by Bil./ESL program documented and verified by LPAC committee, or representative.
 - a. **RED FOLDER (Current LEP)**
 - **Stapled to the left-hand side of the folder**
 1. Home Language Survey (Original)
 - **In brackets**
 1. LPAC card (Front of the LPAC card with all pertinent information face down)
 2. LPAC decision-making record (3-12) addendum to old card
 3. Bilingual/ESL Entry Letter
 4. LPAC information from other district(s)
 5. English LAS –Links student profile sheets
 6. Spanish LAS-Links student profile sheets (if applicable)
 7. Terra-Nova Scores (if applicable)
 8. Exit Letter
 9. Parental Denial Letter (if applicable)
 - **Behind the brackets**
 1. TELPAS Confidential Student Reports
 2. Writing Collections (to be kept for 2 yrs)
 3. LPAC/ARD Collaboration Decision-Making Form (if applicable)
 4. Special Provisions for ELLs under STAAR (High School only)
 5. LPAC Teacher Input Form
 6. ELL Instructional Accommodations Checklist
 7. Parental Reports on Student Progress
 8. ELL Cumulative Folder Document Checklist
 - **Stapled to the right-hand side of the folder**
 1. School History Worksheet (from LPAC Documents)
 - b. **GREEN FOLDER (Monitored in First Two Years after Exit)**
 - **Stapled to the left-hand side of the folder**
 1. Home Language Survey
 - **In brackets**
 1. LPAC card (Front of the LPAC card with all pertinent information face down)
 2. LPAC decision-making record (3-12) addendum to old card
 3. Bilingual/ESL Entry Letter
 4. LPAC information from other district(s)
 5. English LAS –Links student profile sheet

6. Spanish LAS-Links student profile sheets (if applicable)
7. Terra-Nova Scores (if applicable)
8. Exit Letter
9. Parental Denial Letter (if applicable)
- **Behind the brackets**
 1. Grading Period Monitoring Reports **
 2. TELPAS Confidential Student Reports
 3. Writing Collections
 4. LPAC/ARD Collaboration Decision-Making Form (if applicable)
 5. Exemption documentation (when applicable under TAKS)
 6. Special Provisions for ELLs under STAAR (High School only)
 7. LPAC Teacher Input Form
 8. Parental Reports on Student Progress
 9. Cumulative Folder Document Checklist (if existing)
6. **Withdrawal Forms:** Record Transfer Form in chronological order (from the earliest grade level with the current grade level being on top)
7. **Academic Records:** documents from all other schools in chronological order (from the earliest grade level with the current grade level being on top)
8. **Testing Reports:** in the following test order, then in chronological order (from the earliest grade level with the current grade level being on top)
 - a. TAKS/TAKS-A/STAAR
 - b. TAKS-M/STAAR-M/STAAR-Alt/STAAR-A/STAAR-L
 - c. TPRI/Tejas Lee
 - d. STAAR Jr.
 - e. Technology assessment for 8th grade
9. **SSI Forms and/or Retention Information:** copy of parent permission letter, committee decision record, and retention criteria record
10. **Migrant Records:** Pink copy of the most recent COE for Migrant students only
11. **PEIMS/Enrollment/Residency Documentation.** Could include any of the following:
 - a. **Special Programs Form**
 - b. **At-Risk Form:** Historical records
 - c. **Ethnicity Form:** Keep the three most recent forms.
 - d. **School History Data**
 - e. **Survey for Non-Returning Students:** for students leaving the district
 - f. **Homeless Documents**
 - g. **Foster care Documents**
 - h. **Custody Documents:** Court Orders, guardianship, adoption – if applicable
 - i. **Temporary Guardianship Forms**
 - j. **Multi-family Documents**
 - k. **Proof of residence**
 - l. **Special Permission and Transfer student Forms**
 - m. **Parent ID Scanned at Time of Enrollment**
 - n. **PK Eligibility Form** (to be kept for 5 yrs)
 - o. **Any other documentation as required**
12. **End-of-Year Report Card:** Only for (6th and 8th)

