

MIAMI-DADE COUNTY PUBLIC SCHOOLS
STUDENT RECORDS *TO BE FILED*
IN THE CUMULATIVE RECORD FOLDERS

Division of Student Services

FORMS OR DOCUMENT	FORMS MANAGEMENT NUMBER	DIRECTIONS FOR STORAGE	COMMENTS
1. Progress Monitoring Plan (PMP) ¹	None	Place in cumulative record folder. If appropriate, attach SST Intervention Plan.	Form provides a profile of reading, writing, mathematics, and science performance which includes tests and intervention strategies. Parents should receive a copy of the signed forms.
2. Authorization for Administration of Medication a. Medication Log	2702 E,H, or S ² (06-14) 7115 (01-13)	File in appropriate medication administration notebook in a location accessible to the person administering medication. At the end of school year or prior to transfer of student, place in student's cumulative record folder.	Each medication must have a separate authorization form.
3. Audiometric Screening	7409 (02-12)	Place in cumulative record folder (SPED folder, if appropriate).	Used to screen prior to scheduling of SST.
4. Grade 3 Reading Student Portfolio Recommendation form and Score Summary Sheet	6547, 6721 (01-15)	Place in cumulative record folder after all signatures are in place.	Only for third grade students who are promoted to fourth grade under the portfolio good cause exemption of 1008.25, F.S.
5. Student Success Center (SSC) Student Success Center (SSC)	6810 (03-16) 7604 (03-16)	Place in cumulative record folder after all signatures are in place. Place in cumulative record folder after all signatures are in place.	The purpose of this form is for schools to use when assigning a student to the Student Success Center (SSC) in lieu of placing the student on traditional outdoor suspension. To allow principals to request region approval for assignment of a student to the Student Success Center (SSC) for Level II infractions of the Code of Student Conduct.
6. Non-disciplinary Transfer to the Opportunity School Program	6560 (08-16)	Place in cumulative record folder after all signatures are in place.	This form acknowledges the parental request and permission for a student to be assigned to an alternative school on a non-disciplinary status.

¹Formerly Student Performance Plan (SSP)

²Note: E, H, or S following a number indicates that the form is available in English, Haitian-Creole, or Spanish¹

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7. Approval for Participation in the Performance-Based Exit Option	FM-5842 (07-14)	Place in cumulative record folder after entering enrollment information in DSIS.	
8. Birth Certificate, or Certificate of Baptism; or Bona Fide Bible Record; or Passport; or Certificate of Arrival; or Affidavit of Age	--	A copy of the birth certificate or other proof of age document, or form 6670 is to be placed in the student's cumulative record folder.	No copies of documents stating the immigration status are to be filed in the student's cumulative record folders, i.e. Passport and Certificate of Arrival.
9. Certificate of Completion Consent Form		Place in cumulative record folder.	Form is used for students who meet all requirements for graduation except the FCAT/Algebra EOC.
10. Informed Notice of Reevaluation Review and/or Consent for Reevaluation	4958 (09-09)	Place in SPED folder.	Document used for notice of RtI review and to obtain parental/ guardian consent for reevaluations. Related documents such as the Re-evaluation Team (RT) Documentation form should also be filed in the SPED folder.
11. Community Service Activity Log	None	Place in cumulative record folder.	Enter hours completed in DSIS only for students completing 75 hours for Florida Academic Scholars Award or the Superintendent's Diploma of Distinction.
12. Community Service Project Proposal	None	Place in cumulative record folder.	
13. Community Service Project Summary Report	None	Place in cumulative record folder.	Enter date project was completed.
14. Continuum of ESOL Placement Test for Exceptional Student Chart	4762 (11-05)	Place in ELL folder in cumulative record folder.	Includes the Relative Language Dominance Assessments B,C, and D.
15. Cumulative School Health Record DH 3401 a. Religious Exemption (DH681) b. Student Health Examination (CHD Form 3040)	Department of Health generates and supplies forms to M-DCPS. Department of Health Generates and supplies forms to medical providers. Department of Health generates and supplies forms to medical providers.	This is the health jacket. Place in the front of the cumulative record folder. Place all forms in cumulative record folder, inside DH 3041.	Initiated when students enter M-DCPS for the first time. Required for all students.

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16. Declaration Intent to Terminate School Enrollment Form and Letter to Parent/Guardian	5741 E,H,S (03-12)	Place in cumulative record folder.	Requirement of Florida Statute §232.01 (1)(a)(3)(c).
17. Audiological Report	2347	Place in cumulative record with SPED record.	Deaf/Hard-of-Hearing Reports such as Usher's Syndrome Screening form should also be filed in SPED folder.
18. Dependent Student Address Verification Form	6536 (03-11)		This is a requirement to comply with the state-mandated Interagency Agreement between Miami-Dade County Public Schools, Department of Children and Families, and Our Kids of Miami-Dade/Monroe, Inc.
19. Directory Information Opt-Out Form	6479 (07-14)	Place in cumulative record folder.	
20. Disclosure at Time of Registration	5740 E,H,S (08-15)	Place in cumulative record folder.	Requirement of Florida Statute §232.0205.
21. Dropout Prevent Letter of Notification	--	A copy of this letter of notification, on school letterhead, signed and dated by parent/guardian, must be placed in student's cumulative folder.	Document/Requirement for each student participating in a voluntary dropout prevention program.
22. ESOL Program Record Folder	5871 (09-03)	This folder should be placed in the cumulative record folder and must include all pertinent ESOL information as follows: <ul style="list-style-type: none"> • Home Language Survey (Form 5196), signed and dated by parent upon first registering student in M-DCPS; • Initial and annually updated Individual ELL Student Plan/WLEP; • Copy of original Letter of Participation in ESOL Program from ELLevation (initial entry and annual notification to 	

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		<p>Parents (Form 6576 and 6577) for years 2016-2017 and before;</p> <ul style="list-style-type: none"> • Copy of initial entry English Language Proficiency (ELP) assessment instrument used (e.g., M-DCPS OLPS-R or Online CELLA); • Copy of Florida Comprehensive English Language Learning Assessment (CELLA) Student Report (through 2014-15); • Scores on the Access for ELLs 2.0, beginning in 2015-16, are maintained electronically; • Copy of secondary student schedules for each year the student participates in the ESOL program; grades 6-12 (only for 2016-2017 school year and before). Not required for 2017-2018 school year. Schedule is embedded in ELL Plan from ELLevation; • Copy of Writing Prompt upon initial entry for ESOL level 1 students in grades 6-12; • Copy of Programmatic Assessment upon initial entry for ELL students in grades 6-12; • Keep all copies of annual letter(s) to parents containing information regarding AMAO's. 	

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23. Florida Competency Examination on Personal Fitness (FCEPF) student score card	None	Place in cumulative record folder.	Only for senior high school students who received a waiver of the Personal Fitness course via the FCEPF test through June 2017
24. Behavior Intervention Plan (BIP)	6287 (04-12)	Attach BIP to IEP and store in the SPED folder.	Clip FAB data collection records together and keep in testing folder.
25. Grade Change Form	5650 Elementary (02-12) 6029 Secondary (02-12)	Maintained in the cumulative record folder.	
26. Graduation Options Contract	N/A	Maintained in the cumulative record folder.	Requirement of Florida Statute.
27. Health Screening Results Form-Grade 6	4151 (08-13)	Place in cumulative record folder.	Contains results of Board mandated screenings.
28. Home Language Survey	5196 (08-15)	Signed by parent and dated at the time of registration (one time only upon initial registration). Place original in the ESOL Program Record Folder and then place folder in the cumulative Record folder. No duplicates allowed.	Original with parent's signature and date must be on file in the ESOL Program Records Folder which is kept in the student's cumulative folder as part of audit trail. (FTE Source)
29. Individual LEP Student Plan/WLEP (for 2016-2017 school year and before) ELL Plan (for 2017-2018 school year)	4649 Elementary (08-03) 4650 Secondary (02-05)	Place in cumulative record folder in the ESOL Program Records Folder. Maintain for entire length of student's tenure in district. All new ELL (English Languages Learner) Plans must be completed using the ELLevation platform. A hard copy of the ELL Student Plan must be printed, signed, and dated upon initial entry into program and yearly at the start of the school year, and at any time there is an instructional update.	Information must be retrievable and updated in DSIS and ELLevation annually and when ESOL level testing information is updated as long as the student is receiving ESOL services, and during the two years of Post Monitoring, Form 4649/4650 must be on file in the ESOL Program Record Folder for years 2016-2017 and before, which is kept in the student's cumulative folder as part of audit trail. (FTE Source)

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30. Letter of Participation in ESOL Program, New Title: Notice to Parents/Guardians of English Language Learner (ELL) Students	6576 Elementary (05-16) 6577 Secondary (05-16)	Notice of Parent/Guardian of English Language Learner (ELL) Student. Letter is available in English, Spanish, and Haitian-Creole. No Parent signature is required. Place in the ESOL Program Records Folder for years 2016-2017 and before.	Complete copy of initial entry and annual letters with student's name and school work location must be filed in the ESOL Student Program Folder. No parent signature is required. Form 6576/6577 must be filed in the ESOL Program Record Folder which is kept in the student's cumulative folder as part of audit trail. (FTE Source)
31. Medicaid Certified School Match Program Parental Consent	7032 (10-02)	Place in the cumulative record folder.	
32. Eligibility Criteria for a Specific Learning Disability	4243 (01-11)	Place in cumulative record folder (SPED folder, if appropriate).	Documents Team analysis of SLD eligibility criteria.
33. M-DCPS Response to Intervention (Rtl) Fidelity Checklist	7451 (01-11)	Place in cumulative record folder (SPED folder, if appropriate).	Used to document fidelity of Tier III intervention implementation.
34. Montessori Elementary Curriculum Articulation Card	5420 (08-95)	Place in cumulative record folder with SPED documents.	Grades 1-5
35. Montessori Pre K Curriculum Articulation Card	5458 (10-00)	Place in cumulative record folder.	Pre-Kindergarten/Kindergarten
36. Notarized Power of Attorney Authorizing Temporary Custody or Guardianship Document	None	Place in cumulative record folder.	
37. Notice of Indoor Suspension	1886 E, H, or S (10-02)	Place in cumulative record folder.	
38. Notice of Intent and Parent/Guardian Consent to Conduct an Evaluation	4961 (04-08)	Place in cumulative record folder (SPED folder, if appropriate).	Documents parental/guardian consent for evaluation.
39. Notice of Intent and Parent/Guardian Consent to Conduct a Screening/	6279 (01-08)	Place in cumulative record folder.	Documents used to obtain Parental/guardian consent for screening activities.
40. Notice of Outdoor Suspension	1625 E,H, or S (06-11)	Place in cumulative record folder.	Charter School Use Only
41. Notice of 10-Day Suspension	1582 E,H, or S (06-11)	Place in cumulative record folder.	NO LONGER APPLICABLE
42. Parent Notification of Accelerated Grade Placement, or Second Retention	Not Required	Place in cumulative record folder.	Initiated when student is referred for further evaluation.
43. Parent Notification of Health Screening Referral	4196 E,S (04-16) 6898 E,S (04-16)	Place in cumulative record folder, if returned to school by parent.	Initiated when student is referred for further evaluation.
44. Permission for Release of Records and/or Information from Records	1867 (11-02)	Place in cumulative record folder.	All copies must be filed.

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45. Physician's Statement	1920 (05-05)	Place in the cumulative record folder (SPED folder, if appropriate).	Utilized to document the nature and extent of a physical/health/medical condition and its impact upon the student.
46. Notice of Administrative to Pathways for the Commission of an Off Campus Felonious Act Felony if Committed by an Adult	7605 (10-15) E,H,S	Place in cumulative record folder.	To inform parents of the student's administrative assignment to Pathways based upon information that the student has been charged with a felonious act.
47. Notice of 10-Day Temporary Administrative Assignment to Pathways: Consideration of Administrative Assignment/Expulsion	7603 (10-15) E,H,S	Place in cumulative record folder after all signatures are in place.	To inform parents of the student's 10-day temporary assignment and possible expulsion.
48. Region Center Authorization for Promotion Form-Kindergarten to First Grade	6626 (09-13)	Place in cumulative record folder.	For use with students whose birth date falls after September 1, whose parent/guardian presents documentation stating successful completion of Kindergarten.
49. Request for Waiver-Students with Incomplete intervention strategies	4370 (06-14)	Place in cumulative record folder after all signatures are in place.	
50. Request for Evaluation	6572 (06-10)	Place in cumulative record folder (SPED folder, if appropriate).	Documents school's request for evaluation.
51. Rtl/SST/PST Student Tier 1 and Tier II Data Profile	7452 (01-11)	Place in cumulative record folder (SPED folder, if appropriate).	Document used to record the student's response to Tier 1 and Tier II instruction and interventions.
52. School Support Team/Problem Solving Team (SST/PST) Request for Assistance (RF)	7073 (01-11)	Place in cumulative record folder.	Document used to request assistance of SST for academic or behavior problems.
53. Section 504 Accommodation Plan (Adult Education)	6243 (08-01)	Place in cumulative record folder after all signatures are in place.	
54. Section 504 Eligibility Determination and Section 504 Accommodation Plans	SPED EMS	Place in cumulative record folder after all signatures are in place.	Documents student's eligibility for 504, and if needed, the accommodations required.
55. SST/PST Intervention Plan	6290 (10-12)	Place in cumulative record folder.	Document used to record intervention plan developed by SST and to document monitoring of plan.
56. SST Support Plan	3040 (07-13)	Place in cumulative record folder.	Document submitted by schools are identified by SST members.

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57. SST/PST Follow-up	7453 (01-11)	Place in cumulative record folder (SPED folder, if appropriate).	Used to document fidelity of Tier III intervention implementation.
58. SST Monitoring System	6493 (10-08)	Place in cumulative record folder (SPED folder, if appropriate).	Document used to monitor student progress.
59. School Social Worker Student Initial Screening	7075 (10-15)	Place in cumulative record folder (SPED folder, if appropriate).	Document used to record student background information prior to scheduling of SST.
60. Parent/Guardian Student Support Plan	6280 (07-03)	Place in cumulative record folder (SPED folder, if appropriate).	Documents used to communicate interventions that have been developed to be implemented at the school and suggestion for activities parents may use at home.
61. SPED (including gifted) referral assessment, identification and placement documents, e.g., Evaluation, IEP/EP, and FM 7051, Gifted Characteristics Checklist.	All Forms	The original signed SPED EMS documents are filed, along with related forms, in the student's SPED folder. A copy of the IEP/EP is given to the parents and the teacher.	Related documents include Notification of Meeting, Informed Notice of Proposal or Refusal, Behavior Intervention Plan, Manifestation Determination, Matrix of Services, Transfer of Rights, Revocation of Consent, SPED EMS Informed Notice of Initial Eligibility or Ineligibility, SPED EMS Informed Notice of IEP/EP Team Recommendation and Parental Consent for Educational Placement in ESE, SPED EMS Denial of Initial Consent. (FTE Source)
62. Student Case Management Referral and Student Services Forms	2981 (05-10) 3673 (04-08)	Enter information in the computer. Place original in cumulative record folder.	Includes both forms.
63. T.A.P. Form-Record Review Student Support and Assistance Component	DOP-3	This completed form must be placed with form analyzing record attached.	Document/requirement for each student participating in the Teenage Parent Program.
64. Tier III/SST/PST Problem Solving	7450 (09-12)	Place in cumulative record folder (SPED folder, if appropriate).	Documents hypotheses generation and gap analysis for the development of Tier III interventions.
65. Transcripts for credits transferred into M-DCPS	NONE	Maintain in cumulative record folder.	Forms used to show analysis of courses should contain the signature of the person who completed the review.

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66. Transmittal documents for Student returning from Juvenile Justice Detention/Residential Centers		Place in cumulative record folder.	Mandated by Juvenile Justice Educational Enhancement Program (JJEEP) of DOE Q A Standard 1.4.
67. Truancy Intervention Program (TIP) File	N/A	Place in cumulative record folder.	
68. Vision Screening M-Team Referral Report	2125 (11-03)	Place in cumulative record folder (SPED folder, if appropriate).	Used to screen prior to scheduling of SST.
69. Waiver of Florida Standard Assessment (FSA) and Florida Comprehensive Assessment TEST (FCAT) Graduation Requirements for Student With Disabilities and Waiver of EOC Assessment Results for Students with Disabilities.	6624 (07-12) 7334 (08-11)	Place in cumulative record folder after all signatures are in place.	
70. Consent form for Mutual Exchange of Information	2128 (11-03)	Place in cumulative record folder (SPED folder, if appropriate).	To obtain parent consent, or consent of students 18 and up, prior to releasing or requesting information on that student from an organization or professional outside of M-DCPS.
71. Receipt of Private Evaluation/Parental Request for Evaluation	7087 (03-08)	Place in cumulative record folder (SPED folder, if appropriate).	Form documents receipt of a private evaluation/parent request for evaluation and inform parents of the SST/PST process regarding the student.
72. Private Evaluation Psychometric and Intervention Data	6966 (02-06)	Place in cumulative record folder (SPED folder, if appropriate).	Form documents private evaluation psychometric and intervention data.
73. Review of Psychological Reports Originating Outside Miami-Dade County Public Schools	4189 (03-06)	Place in cumulative record folder (SPED folder, if appropriate).	Form documents the review of evaluations completed by non-M-DCPS professionals.
74. E/BD Criteria for Eligibility Checklist	7306 (07-09)	Place in cumulative record folder (SPED folder, if appropriate).	Form is used in conjunction with other data to determine eligibility for the E/BD program.
75. Intellectual Disabilities Eligibility Team Analysis of Data	7279 (03-09)	Place in cumulative record folder (SPED folder, if appropriate).	Form documents that the eligibility determination for student with Intellectual Disabilities has been based on an analysis of data requirement of Rule 6A-6.03011(5)(a)-(e), Exceptional Student Eligibility for Students with Intellectual Disabilities.

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76. Florida Standards Alternate Assessment Student Score Report	N/A	A copy of the score report must be given to the classroom teacher to inform instruction, the scores for FSAA are stored electronically.	Ensure that the parent copy of the score report is sent home.
77. Secondary Student Success Center (S3C) Application	7554 (05-17)	Place in cumulative record folder	The form allows middle school principals and counselors to refer middle school students that are over aged to the S3C.
78. Administrative Assignment Request for Opportunity School	6561 (07-15)	Place in cumulative record folder	Schools submit this form to request an administrative assignment for students who repeatedly violate the Code of Student Conduct.
79. Expulsion Request	6562 (07-15)	Place in cumulative record folder	Schools submit this form in compliance with the Code of Student Conduct when recommending expulsion.
80. Conference on Off-Campus Felonious Act	6564 (09-15)	Place in cumulative record folder	Schools submit this form when requesting an alternative placement until final adjudication of the off-campus felonious act.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
STUDENT RECORDS *NOT TO BE FILED*
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Division of Student Services

FORM OR DOCUMENT	FORMS MANAGEMENT NUMBER	DIRECTIONS FOR STORAGE	COMMENTS
1. Agreement from Alternative Intervention Program Placement	4201 Obsolete	No longer in use. Do not generate new forms. Contact Records and Form Management for information regarding disposition.	This form is no longer being used (See direction for storage).
2. Alternative Assessment for Grade 3 Promotion (Stanford Achievement Test)	N/A	Maintain copy of student listing of results for one (1) calendar year.	Only for retained third grade students who are promoted to grade 4 in the summer under the alternative assessment good cause exemption (F.S. 1008.25).
3. End of Year Grade 3 Alternative Assessment (i-Ready or Iowa Test of Basic Skills)	N/A	Maintain copy of Iowa Test of Basic Skills (ITBS) student listing of results for one (1) calendar year, i-Ready scores maintained electronically.	Only for third grade students who are promoted to grade 4 at the end of the year under the alternative assessment good cause exemption (F.S. 1008.25).
4. Application for Exemption from Tuition	1584 Obsolete	Completed form kept in the school which originates it.	NO LONGER APPLICABLE
5. Attendance and Participation Agreement	Obsolete	No longer required. Agreements created prior to 93-94 school year should be maintained in the school which originated it.	

FORM OR DOCUMENT	FORMS MANAGEMENT NUMBER	DIRECTIONS FOR STORAGE	COMMENTS
6. Attendance Transmittal Card	Obsolete	No longer to be filed.	
7. Bright Futures Scholarship Program Authorization Form	FM-5816 E, H, or S Obsolete	No longer in use. Do not generate new forms. Contact Records and Forms Management for information regarding disposition.	NO LONGER APPLICABLE
8. Certification of Immunization (DH680)	Department of Health generates and supplies forms to medical providers		This card should not be kept inside the cum, the document is permanent.
9. Driver Education Certificate	Not Required	Maintained by driver education instructor.	
10. Employment Verification for Florida Certification	2859 Obsolete	Same as above.	NO LONGER APPLICABLE
11. Statewide standardized achievement test Individual Student Report	Not Required	Maintained electronically.	Scores available in SPI. <u>Includes FCAT, FCAT 2.0, FSA, EOC, FSAA, and FAA.</u>
12. Graduation Test Report	Not Applicable	Student listing of results must be maintained until five (5) years after the class graduates. Individual student scores are maintained electronically.	<u>Includes statewide standardized assessments used for graduation (FSA, FCAT, FCAT 2.0, FSAA, and/or EOC).</u>

FORM OR DOCUMENT	FORMS MANAGEMENT NUMBER	DIRECTIONS FOR STORAGE	COMMENTS
13. Grade 3 Mid-Year Promotion (GTMYP: Iowa Tests of Basic Skills, ITBS)	N/A	Maintain copy of student listing of results for one (1) calendar year.	Only for retained third grade students who are promoted mid-year to grade 4.
14. Physician's Recommendations for Modified Physical Education Elementary Secondary	3685 (02-01) 3686 (02-01)	Maintain in the physical education department or another location designated by the school. Do not file in cumulative record folder. For SPED students this information is a part of the I.E.P.	Card must be completed annually for an ongoing medical condition. Card should be sent to another M-DCPS school if student transfers during school year.
15. Progress Reports (including summer session) (Report Cards)	Not Required	Copies that were generated prior to those produced through DSIS which are found in cumulative record folders should be sent to Records and Forms Management for imaging. Information is now maintained in the computer.	Do not file. The official record of this information is in the ISIS file.
16. PSAT PLAN, PERT, ACT and/or College Board SAT Score Report	N/A	Maintain in school where generated for one (1) calendar year.	Scores available in DSIS/SPI.
17. Florida Kindergarten Readiness Screener (FLKRS)	N/A	Maintain copy of results in school where generated for one (1) calendar year.	
18. Record of Access Card	0298 (01-99)		This card should not be kept inside the cum, the document is permanent.
19. Stanford Achievement Test Student Report	N/A	Maintain copy of student listing of results for one (1) calendar year. Student results are maintained electronically.	Do not file. The official record of this information for students in Grades K-2 is in SPI.

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20. Statement of Non-Affiliation with Sororities and Fraternities	1614 E, S (12-00)	Maintain copy in the school which originates it.	Card is to be completed when students enter a M-DCPS secondary school for the first time.
21. Student Attendance Agreement	5688 E, H, or S Obsolete		NO LONGER APPLICABLE
22. Chapter I Parent Outreach Program Monthly Summary	4998 Obsolete		NO LONGER APPLICABLE
23. Student Data Card (Emergency Contact Card)	2733 E, H, or S (01-15)	Generated for annual use. Those which contain Home Language Surveys with parent's signature should be filed in the cumulative record folder.	Do not file, unless it contains Home Language Survey. Destroy in keeping with appropriate procedures when the new set is generated. Do not destroy if it contains Home Language Survey.
24. Extended Foreign Language (EFL) Program		Parental Choice letter requesting student participation and/or non-participation in the Extended Foreign Language (EFL) Program must be kept in student file.	
25. Transmittal Form for Elementary Spanish Speaker (Spanish - SL)	3283 Obsolete	Same as above.	NO LONGER APPLICABLE
26. Letter from parent requesting a student waiver from Middle School Physical Education	None	Maintain copy in school for one (1) calendar year.	Letter required to waive a student from Physical Education.

FORM OR DOCUMENT	FORMS MANAGEMENT NUMBER	DIRECTIONS FOR STORAGE	COMMENTS
27. Notification of specific felony arrest	None	Maintain copy in school for no later than nine (9) months from the date of the arrest and remove from all school records.	Chapter 985, Florida Statutes
28. Statewide English language learner assessments – Individual Student Reports	None	Maintained electronically.	Individual student scores are available in SPI for CELLA and Access for ELLs