

# Cumulative Folder Guidance Specific to LEP Students

Cumulative folders are legal and confidential student education records. Cumulative folders and all information contained therein are only allowed by law to be viewed by school officials for whom the viewing of the record is required to fulfill his/her professional responsibility. Parents may request in writing to view their child's records and students over the age of 18 may request in writing to view their own records. (20 U.S.C. § 1232g (b); 34 CFR subpart D)

School staff must take care when working with cumulative folders to keep all information intact, confidential, and safe.

**Please use the following checklist to ensure that information specific to limited English proficient (LEP) 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.

- Home Language Survey
- Individual Learning Plan: a document that includes at least
  - ✓ the student's language level
  - ✓ a list of the accommodations and modifications that should be made for the student in all of their classes and on standardized examinations
  - ✓ An overview of the services being provided to the student
- A copy of the Parent notification letter that indicates the student's score on the LAS Placement Test and their placement in a program aimed at helping Limited English Proficient students become Fluent English Proficient.
- A copy of LAS LINKS student proficiency report: student proficiency reports should Remain in the cumulative folder for at least two years.
- ISTEP + scores
- Exiting/Monitoring documents for students in the two-year monitoring period
- If the parents refuse services, a copy of that document should be included in the cumulative folder
- A log of updates, this should include the date and the name of the person who updated the folder

## **For Migrant Students also include:**

- A record of any PASS or GED course work
- A copy of the student's Certificate of Eligibility (COE) and/or work survey

