

Student Name: _____

Date Form Initiated: _____

1. Date Entered: _____ Grade: _____ From: _____

4. Date Entered: _____ Grade: _____ From: _____

2. Date Withdrawn: _____ Grade: _____ To: _____

5. Date Withdrawn: _____ Grade: _____ To: _____

3. Date Reentered: _____ Grade: _____ From: _____

6. Date Reentered: _____ Grade: _____ From: _____

	JOEL		ELIOT		MORGAN			JOEL		ELIOT		MORGAN	
FILES	E	Location	E	Location	E	Location		E	Location	E	Location	E	Location
Basic								SAT					
CI								SpEd					
Discipline								504					
G & T								Other					
Health								Other					
SRBI								Other					

E = Existence of file CI = Crisis Intervention G & T = Gifted & Talented SRBI = Remedial/Title I SAT = Student Assistance Team SpEd = Special Education

SERVICES	PK	K	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th			
Academic Support																	
Child Study Team Referral																	
Classroom Modifications																	
Counseling/Social Work																	
Early Intervention																	
English-Second Language																	
Enrichment Program																	
504 Plan																	
Retention/Acceleration																	
Special Education Referral																	
Special Education -- IEP																	
SAT Action Plan																	
Support Group																	
SRBI																	

INFORMATION	PK	K	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th			
Attendance Concerns																	
Custody Issues																	
Disciplinary Action																	
Health Issues																	
Retention Overridden																	
Other:																	

PROCEDURE

- Upon initial entry and any reentry in the Clinton Public School system, the building administration shall assure that Student Services Summary Card is initiated and attached to the inside front cover of the student's Basic file.
- Upon the initiation of any student file, the person responsible for initiating the file also shall be responsible for inserting the appropriate information regarding the existence and location of the file on the Student Services Summary Card.
- Prior to the transfer of student files from one school to another, the building administration shall insure that a check of the records is performed and that the B-file contains a completed Student Services Summary Card.
- Periodically each year, the Director of Special Services shall assess on a random basis student files in each school to ascertain whether or not this system is functioning smoothly and as designed. In the spring of each year, the Director shall report the results of this assessment to the Superintendent.

GLOSSARY

Files

Basic file – the basic student file that contains, but is not limited to, grades (transcripts), progress reports, standardized assessment results, guardianship information, and demographic data

C-file – a student file which contains information regarding an individual relevant to assistance beyond the norm offered/given to the student and is more confidential in nature than what is contained in the Basic file.

Discipline file – a student file that contains information concerning office referrals, detentions, suspensions, expulsions, and/or other reports relevant to the student's school or school-related behavior.

Health file – a student file that contains medical information such as immunization records, physical assessment information, medical reports, medical histories, and health room information

Services

Academic Support -- student who received non-Special Education remedial academic support

Child Study Team Referral – student who was referred to Child Study Team

Classroom Modifications – student who received any modification to the regular curriculum

Counseling/Guidance/Social Work – student who received formal or informal services

Early Intervention Program – student who participated in a specific PreK or early childhood intervention program

English Second Language – student with limited English proficiency who participated in an English acquisition program/services

Enrichment Program – student who was referred or identified as gifted (information in "C" file)

504 Plan – student with a medical condition documented by a licensed physician, which significantly impacts on a child's education, and paperwork exists documenting legally binding modifications

Retention/Acceleration – student who was either retained or accelerated

Special Education Referral – student was referred formally for Special Education

Special Education – IEP – student who had a written individualized education plan developed by a Planning & Placement Team

SAT Action Plan – student who was referred formally to the Student Assistance Team

Support Group – student who participated in group (divorce, study skills, socializational, substance abuse, attentional, etc.)

SRBI – student who received non-Special Education remedial academic support

Information

Attendance Concerns – students whose absences exceed 20 days in any given year

Custody Issues – students who can be released only to one parent (restraining orders, etc.)

Disciplinary Action/Suspension – student who had a significant number of detentions, suspensions, expulsions, etc

Health Issues – student who has atypical health concerns (e.g., severe asthma, severe allergies, lupus, migraines, mononucleosis, anger management etc.)

Retention Overridden – student who was recommended for retention; parents overruled