End of Year Permanent Record Checklist May 2009

This work is to be done by the licensed homeroom teacher.

***First thing to do: TAKE the permanent record checklist off the front of the white envelope**

1. Attendance and Scholarship Record

a. **White out/black out Student SSN**
b. **Write in the Student State ID above the old SSN spot**
c. **Write in grade level & age at year's beginning**
d. **Date entered for this year is 7-21-08 unless the student enrolled late**
e. **Date Withdrawn should be left blank unless the student left Eaton during this school year and Mrs. Amburn will tell you that information if you had one of those students.**
f. **Days In The School Year is 175.**
g. **Days Present is on the attendance handout Mrs. Amburn will give you on May 20.**
h. **Days Absent is on the attendance handout Mrs. Amburn will give you on May 20.**
i. **Days Not Enrolled should be left blank unless the student left Eaton during the school year and Mrs. Amburn will tell you that information if you had one of those students.**
j. **Times Tardy is on the attendance handout Mrs. Amburn will give you on May 20.**
k. **Name of School is Eaton Elementary.**
l. **Teacher is the first initial and last name of the homeroom teacher (ex.: M. Amburn)**
m. **Grades for K and 1: excellent progress (top students), satisfactory progress (average students) , fair progress (students who are making progress, but need more help to progress normally), poor progress (students who will give little effort or will be retained). If you have questions about this, see Mrs. Amburn.**
   Grades for 2,3, and 4 : A,B,C,D,F,S,U
n. **Promotion: Check yes or no**
o. **Number in class**: Write the **current number in your class**
p. **Staple/stick the student picture on the back of this card.**

2. Tennessee Child Health Record (if the health exam is not signed, please note that on the outside of the record with a TAPED note).

*******PLEASE TURN TO THE BACK FOR THE REST OF THE LIST!******

3. **Student Birth Certificate (this should be a state of Tennessee certification, not the mother's copy (if it <u>is</u> the mother's copy, please note that on the outside of the record with a TAPED note).**

4. **Student Health Report Card**
5. **Hearing Screening Form(s) with the most recent on top (these are old forms and have been replaced now by the Student Health Report Card)**
6. **Vision Screening Form(s) with the most recent on top (these are old forms and have been replaced now by the Student Health Report Card)**

7. **If there have been suspensions or other formal disciplinary actions such as truancy contracts, there will be a print-out of that incident and it should be placed next in the file. Thankfully, very few will have this.**

8. **Report card copies of the last three years enrolled at Eaton, most recent placed on top**

9. **Student Registration Information Form (this is last year's form)**

10. **Testing information in this order**
    a. **Developmental Screening Profile**
    b. **Kindergarten readiness record card**
    c. **Kindergarten Brigance K&1 screen**
    d. **First Grade Brigance K&1 screen**
    e. **Loudon County reading record form (for older students that went through the other reading series)**
    f. **Yellow reading record folder (for all current students)**
    g. **TCAP test individual profile reports, the most recent one on top**
    h. **White TCAP student achievement test record**

*****All Internet permission forms, etc. should be removed from the permanent record.**

*****Give the computer disk (that is the child's portfolio) to the student to take home. This is from the grant work we did three years ago.**