



ACADEMIC PORTFOLIO CHECKLIST SCHOOL YEAR 20____ - 20____

Fill out ALL sections for this year and place this form inside the teacher folder.

Student's Name: _____ **Teacher:** _____ **Grade:** _____

Item	Retention	Notes/Comments
OTHER STUDENT INFORMATION		
Parent/Teacher Conference Forms - Records of teacher, counselor, or administrative conferences.	AV (Exempt)	
Correspondence pertaining to Student - Copies of correspondence with parents and others concerned with the student.	2 yrs. Place in Cume Folder if student withdraws and retention has not been met	
Writing Portfolio - Retain one writing sample per year which may include a Performance Plus composition.	AV (Exempt) Return to student/parent on W/D, if possible	
Reading Record - Record information for current year's reading record.	AV (Exempt)	
Other District Records - Additional records transferred from other districts in which the student was enrolled not placed in Cumulative Folder.	Convenience Copy (Exempt)	
Student Work or Correspondence – Any documentation kept by campus or teacher for evaluation, for example test booklets (Only reports of results of TAKS and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc. should be in cumulative folder)	AV (Exempt) Return to student/parent on W/D, if possible	