Elementary PI Folders

Please **organize the information in the following way:**

LEFT SIDE-PERSONAL *(under gold checklist, top to bottom)*	RIGHT SIDE-ACADEMIC *(under green form in chronological order, most current on top)*
Enrollment Form, current PHLOTE Family Census Form Birth Certificate 45-Day Screening Legal Documents, such as custody, etc. Proof of Residency, most current Withdrawal Form, *if applicable* Records Request, *if applicable* Previous Enrollment Form	End of Year Grade Report Retention Papers, *if applicable* Student Profile Report, most current
ELL FILE *(inside PI Folder)*	**504 FILE** *(orange file folder inside PI Folder)*
Data should be maintained in a colored file (yellow) Copy of Opt Out form, *if applicable* Copy of ELL Report Card AZELLA Test Report Parent Notification Form (required by state) Parent Withdrawal Form (required by state) Student Reclassification Letter (required by state) Student Academic Accommodations Form (required by district) ILLP's A & B 2 year monitor form on FEP's	Parent notification and/or meeting request to consider 504 Current 504 eligibility Current 504 plan

HELPFUL REMINDERS
❖ No staples ❖ Files in alpha order by last name

INFORMATION TO BE PURGED ANNUALLY
❖ Notes from home ❖ Principals Discretion   o Writing Samples, KIST Testing, etc.

ELEMENTARY TRANSFER TO JUNIOR HIGH
All information on the PI Folder cover must be up-to-date and complete prior to transfer.

RECORDS REQUIRED TO BE TRANSFERRED	
Enrollment Form PHLOTE Birth Certificate Proof of Residency (most current) 45 Day Screening Legal Documentation Withdrawal Form	Retention Papers Student Profile Report (most recent) ELL File K-6 Grade Report (due to comments) *Immunization information should be transferred via the medical file
PURGE ALL OTHER FORMS	