



2024-2025 Student File Notebook

_____ Elementary School

Student: _____

Pre- K # _____

Teacher: _____

Assistant #1 _____

Assistant #2 _____



Section 1

Enrollment & Student Information

- Application
- Certified Birth Certificate (copy)
- Social Security Card (copy)
- Permission to Pick Up Form/
- Emergency Contacts
- Withdrawal Form (if applicable)



Section 2

Education

- Brigance Screen (Pink: 4-year-old, White: 3-year-old)
- Brigance Inventory
- Anecdotal Record
- Social Emotional Scales
- Dated Student Work Samples
- Individual Education Plan (IEP) (if applicable)



Section 3

Health

- TN Dept. of Health Immunization & Physical Form
- Daily Health Check (only if accident occurred)
- Individual Health/Asthma Plan (if applicable)
- Physician Statements (if applicable)
- Special Diet/Nutrition Plan (if applicable)
- Behavior Health Observations (if applicable)
- Accident/Incident Form (if applicable)



Section 4

Parent Involvement

- Parent Teacher Conferences
- Home Visits
- Parent Contact Log (phone calls, texts, emails notes etc.)
- Parent Meeting Agendas (if applicable)
- Action Plans (academic, behavior, attendance, etc.)