

PERMANENT RECORD CHECK LIST

(Revised 7/18/2016)

Student Name(L, F, M):	I.D.#:	Campus:	✓	Comments
Inside Top Section (use pen)				
Student's Name				
I.D.#				
Sex				
School Name				
Date of Birth				
Place of Birth	Info. Based on:			
Age at Entrance				
Social Security Number or State I.D. Number				
Current Picture				
Inside Top Section				
Father's Name (use pen here)				
Mother's Maiden Name (use pen here)				
Guardian Name (use pen here)				
Current Mailing Address (use pencil here)				
Physical Address (use pencil here)				
Phone Number (personal/neighbor)-Home and Cellular No.(use pencil here)				
Inside Top Section (use pen)				
Grade	School Year			
Name of School Last Attended	Entry Date			
LJISD School	Withdrawal Date/Code			
Inside Bottom Section				
Elementary Grade Labels affixed				
Outside Top Section				
Middle School Grade Labels affixed				
Inside Permanent Record				
Copy of Social Security Card (attached to "Student Demographic Card")				
Copy of Birth Certificate (attached to "Student Demographic Card")				
Copy of Parent/Guardian ID (attached to "Student Demographic Card")				
Proof of Residence (utility bill or notarized letter)				
Proof of Income (for Pre-K only)				
Copy of the Texas Public School Student Ethnicity and Race Data Questionnaire				
Copy of Economically Disadvantaged PEIMS Survey Form				
Health Record (only when sending permanent record to other campus during year)				
Previous school grades/transcript if applicable				
State Assessment Folder(Blue)				
Cumulative Test Data Record Card				
TAKS/TELPAS/STAAR				
-for High Schools- TAKS labels/STAAR labels/Test labels affixed to transcript folder				
8th grade ACT-ASPIRE Test				
10th grade PLAN Test				
Student Success Initiative-GPC-Grade Placement Committee Minutes and Accelerated Instruction Plan(AIP), when applicable for grades 5th and 8th				
LPAC Folder(Green)				
LPAC Forms / Linguistic Plan				
Home Language Survey				
Parent Approval Letter				
Parent Notification of Exit				
Student History Worksheet				
Oral Proficiency Tests/IOWA (2nd - 12th)				
G/T Folder(Purple)				
G/T Information/G/T Student Profile/Teacher Questionnaire/G/T Folder Checklist				
Parent Forms				
G/T Test				
At Risk Folder(Yellow)				
Student Profile Form				
-with required documents not already included in perm record				
I have reviewed the information above and it is complete and accurate.				
Verified by:	Title:	Date:		