CUMULATIVE RECORD HANDBOOK for Elementary Schools

Office of Curriculum, Instruction and School Support
and
Office of Data and Accountability
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I. OFFICE RESPONSIBILITIES

A. LEGAL REQUIREMENTS

1. “The Principal of each school or a certificated designee shall be responsible for the implementation of board and district policies relating to pupil records maintained in that school.” (California Code of Regulations, Title 5 (CCR), Sec. 431 (b))

2. The Custodian of records shall be responsible for the security of pupil records and shall devise procedures for assuring that access to such is limited to authorized persons.” (CCR, Sec. 433 (a))

3. All schools including Charter and Public School Choice Schools are responsible for maintaining accurate and complete cumulative records.

4. All schools outside of LAUSD are responsible for maintaining these cumulative records in perpetuity as well as storing and safeguarding them for future retrieval.

5. Upon any school closure, cumulative records must be returned to LAUSD and must fully comply with the elementary handbook.

B. CLASSIFICATION OF RECORD

California Code of Regulations, Title 5, Sec. 434 lists three types of records: Mandatory Permanent Pupil Records, Mandatory Interim Records and Permitted records.

1. Mandatory Permanent Pupil Records

“Mandatory permanent pupil records are those records which are maintained in perpetuity and which schools have been directed to compile by California statute, regulations, or authorized administrative directive.” (CCR, Sec. 430) “Each school district shall maintain indefinitely all mandatory permanent pupil records or an exact copy thereof for every pupil who was enrolled in a school program within said district. The mandatory permanent pupil record or a copy thereof shall be forwarded by the sending district upon request of the public or private school in which the student had enrolled or intends to enroll.” (CCR, Sec. 432)

These records are usually complied in the elementary and secondary cumulative record (the cum). They are also complied in the SIS database. If all the required information is not included in the cumulative record, then other records containing the mandatory permanent information must be maintained with the cumulative record and stored at the school until a uniform documentation system for maintaining and releasing information contained in this important student documentation. Such records must include:

a) Legal name of the pupil
b) Date of birth
c) Method of verification of birth
d) Sex of pupil
e) Place of birth
f) Name and address of parent (or guardian) of minor pupil.
g) Address of minor pupil if different than above.
h) An annual verification of the name of the parent and the residence of the pupil. (This may be done with the emergency card, and updated in SIS)
i) Entering and leaving date for each school year and for any, summer session/intersession or other intersession.
j) Subject taken during each year, semester, summer session/intersession or other intersession.
k) If marks are given, the mark should be kept and progress toward meeting grade level standards recorded.
l) Verification of or exemption from required immunizations.
m) Related Master Plan student documents (BUL-3448.1 Master Plan Documentation for English Learners dated 1/5/2009)
2. **Mandatory Interim Records**
   These records are usually compiled and maintain for stipulated periods of time, which then can be destroyed. Such records include:
   a) A log or record identifying those persons (except authorized school personnel) or organizations requesting or receiving information from the record. The log or record shall be accessible only to the legal parent or guardian of the eligible pupil, or a dependent adult pupil, or an adult pupil, or the custodian of the records.
   b) Health information, including Child Health Development Disabilities.
   c) Prevention Program verification or waiver.
   d) Participation in special education programs including required tests, case studies, authorization, and actions necessary to establish eligibility for admission or discharge (IEP) which are saved for 5 years (see Special Education Policies and Procedures manual, : Guidelines for the IEP Team – Access to Maintenance of Student Records).
   e) Progress reports and/or notices.
   f) Parental restrictions regarding access to directory information related to stipulations.
   g) Parent or adult student rejoinders to challenge records and to disciplinary action.
   h) Parental authorizations of prohibitions of student participation in specific programs.
   i) Results of standardized tests administered within the preceding three years.
   j) Notification of School of Child’s/Minor’s Placement Status (Department Children and Family Services [DCFS] form #1399).

3. **Permitted Records**
   Permitted Records are pupil records which district may maintain for appropriate educational purposes, which have clear importance only to the current education process of the student, should be destroyed when the student is no longer enrolled. Such records may include:
   a) Objective counselor and/or teacher ratings
   b) Standardized test results older than three years
   c) Routine discipline data
   d) Verified reports of relevant behavioral patterns
   e) All disciplinary notices
   f) Attendance records not covered in the California Code of Regulations, Title 5, Sec. 4

C. **GENERAL OFFICE RESPONSIBILITIES**

1. **Main Office**
   The Main Office is one of the most important and busiest offices on campus. The School Administrative Assistant (SAA) under the direction of the Principal is responsible for the organizational and management office. The SAA is responsible for monitoring and facilitating the following:
   a) Receptionist
   b) Provide professional customer service.
   c) Meet parents in a cordial manner.
   d) Answer the telephone and refer to the proper persons.
   e) Ensure that correct staff receives all telephone correspondence.
   f) Answer general questions when possible or refer to the proper person for answers.

2. **General Office Functions**
   a) Process computer labels for the cumulative record
   b) Process requests for transferring students.
   c) Prepare materials/bulletins for the opening and closing of the school year.
   d) Monitor the completion of mark reporting, print complete progress reports; provide home copies to teachers following each mark reporting period or when a student leaves the school and place office copy in cumulative record annually.
e) Download, duplicate and distribute bulletins, reference guides and office forms as directed by the Principal.
f) Supervise other classified employees assigned to the office.
g) Collect and compile data.
h) Organize and distribute incoming and outgoing mail for the office and school staff.
i) Assist in monitoring students waiting to see the Principal, Assistant Principal, Coordinators or Counselors.
j) Assist appropriate certificated staff in accessing data from the SIS system.

3. **Manage Supplies**
   a) Prepare inventories and order general office supplies.
   b) Organize and maintain supplies in an orderly manner.

D. **OFFICE REFERENCES**

1. **Reference Materials**
   A file of reference materials should be gathered to help the SAA fulfill the responsibilities in the main office. Suggestions for the file include the following items:
   a) Cumulative Record Handbook for Elementary Schools
   b) ESIS User Manual
   c) Room Teacher Roster and/or Detailed Teacher (Screen 14, Options 4 or 5)
   d) Bell Schedule
   e) School Bulletins
   f) Inside LAUSD user name and password to access current district bulletins, reference guides and memoranda or to sign up for training in the Learning Zone.
   g) Information care and maintenance of office equipment

II. **CUMULATIVE RECORD RESPONSIBILITIES**

A. **PAPER vs. ELECTRONIC CUMULATIVE RECORD**

1. As the Los Angeles Unified School District moves from the paper to the electronic cumulative record, schools must continue to maintain the cumulative record card. Until such time, the student's cumulative card is the permanent legal document that must be kept current, available, confidential and secure. The electronic transcript must contain the same information.

2. The primary clerical responsibility in the office is the maintenance of the students' cumulative records. All information on the cumulative record card must be accurately recorded by typing information, writing in black ink or using computer labels.

3. Training classes on using the elementary SIS application are currently offered by the Office and Data Accountability, Elementary Student Information System Unit (ESIS) through the Learning Zone. The Workforce Management Classified Training Branch offers classes in school office procedures.

4. The goal of LAUSD is to make the electronic cumulative record the student's permanent legal academic record when elementary schools phase into the Integrated Student Information System (ISIS). Additional information currently kept on the cumulative record card will be kept electronically in ISIS. Until that time, the students' permanent record card is the permanent legal document which must be kept current, available, confidential and secure. The electronic cumulative record must contain the same information.
B. INITIATING A NEW CUMULATIVE RECORD

1. General information
Guidelines for recording on the cumulative record care are listed below. Cumulative Record Card (Form 34-E-4) (Rev. 6/84) (Stock No. 9661213791)

a) When a student first enrolls in any district school, a cumulative record card is started. The initial information to be recorded is obtained from elementary forms used at each school. Data is continually entered in the cumulative record card as appropriate. All recording is done by appropriate staff under the supervision of the Principal.

b) Recording constitutes a major responsibility of office staff. It is exceedingly important that such recording be legible, accurate and current.

c) Recording on the cumulative record card must be done in black ink, typewritten using black ribbon or use of a computer label.

d) Computerized labels when used on Section 1 of the pupil’s cumulative record card must contain the complete identification data as required by the California Code of Regulations, Title 5, Sec.432. While computer generated name labels are convenient, they may come off in time. Care should be taken to affix them properly.

2. Cumulative Record Card Envelope
A cumulative record envelope is prepared for each student at the time of entering school. Envelopes are used to keep cumulative record material in good order.

3. Registration
A registration card is prepared for every student enrolled in the school and is maintained in perpetuity at the school of attendance. Information on the card includes:

a) The name of the student
b) The student’s date of birth
c) The student’s enrollment date
d) The name of the prior school
e) The date the student left or the date of graduation
f) The destination the student left to
g) When the student’s records were sent and where they were sent. As the process of permanently storing cumulative record cards changes from microfilming to digitizing to electronic records, the student’s District ID will be the permanent student number used. Labels may be printed using the Label Menu – Screen 15.

Below is a sample registration card.

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4. Lost Cum
Replicate the cum as much as possible, using the information from school records including registration
card, enrollment form(s), emergency card, and the SIS screens. A replicated cum should include the
information in sections IIC-1 thru IIL. See Appendix F for information for additional information.

C. IDENTIFICATION DATA (CUM, SECTION 1)

1. Name
Guidelines for recording names on the cumulative record card may be found in BUL-2408, “Names of
Pupils for Purposes of School Records,” 3/06/06. Record legibly the student’s last, first and middle names
on the top line as they are recorded on the birth certificate. If the birth certificate includes two last
names, (father’s, mother’s) type the name exactly as it is on the birth certificate (with or without the
hyphen). Use a typewriter or print labels using Screen 15, the Labels Menu, Option 9.
   a) Some students born in foreign countries present a birth certificate which lists the student’s first
      name with no last names but lists the last names of the father and mother on separate lines.
   b) When a student’s last name is not listed on the birth certificate as described above, the last name
      of the student will be indicated as father’s last name <space> mother’s last name. (e.g. Lopez
      Moreno).
   c) If a student’s nickname is used, record it in quotation marks following the first name only on
      hard copy documents. It should ONLY be indicated on Screen 2, field 4 of SIS not on the
      Enrollment screen (Screen 10).
   d) Records in parentheses and immediately following the surname any other surname by which the
      student may have been known. Note AKA (Also Known As) beside or above the name.
   e) If a discrepancy occurs with a student’s name and/or date of birth between the elementary
      record that is brought over from another LAUSD school and what the parent has indicated on the
      enrollment paperwork, request a birth certificate to verify information.
   f) Change a student’s name on school records only under the following conditions:
      (1) When a student’s name has been changed by court proceedings and evidence has
          been submitted to the school.
      (2) When an “Affidavit for Change of Name of Minor” has been executed by the parent or
          parent having legal custody of a child. This affidavit should be retained with the
          cumulative record. See BUL-2408.0 – “Names of Pupils for Purposes of School Records,”
          3/6/06.

2. Sex
Place a check in the appropriate box for male or female.

3. Date of Birth
Use numbers with a dash between them for the month, date and year. Be sure that the date is accurate
and legible. Be aware when transcribing from foreign transcripts that some countries list day (DD) THEN
the month (MM) instead of the custom used in the USA to list in this format: MM/DD/YYYY.

4. Place of Birth
   a) Record both city and state. If the student is foreign born, enter the city and country of birth.
   b) How Verified
      (1) Indicate how the date and place of birth were verified.
          Verification of birth date is the responsibility of the elementary school where the
          student enrolls first.
      (2) Enter the name of an acceptable document for the pupil who enters from outside the
district or whose school records do not show proper identification. Any one of the
following documents, listed in order of preference is acceptable provided that it
contains the month, day and year of birth and that it appears valid and unaltered.
         (a) A certified copy of the birth record, or
(b) A statement by the local registrar or county recorder certifying the date of birth, or
(c) A baptismal certificate duly attested, or
(d) A passport, or
(e) When none of the above is obtainable, an affidavit signed by the minor’s parent, guardian or custodian may be accepted. Use the Affidavit for Proof of Age of Minor (Attendance Policy and Procedures Manual, Appendix K-9A)

5. School Last Attended
Record the name and indicate the level of the school from which the student came; Tweedy ES, South Gate, CA.; Muir EL, San Jose, CA.; Grand EL, Portland, OR. Do not assume the school is in Los Angeles. Fill in both city and state.

6. Photographs
A photograph MAY be attached in the square area where the words “CUMULATIVE RECORD CARD” is printed on the upper right hand side of the cumulative record card.
   a) If necessary, use rubber cement or glue. Do not staple as photographs tend to tear off and staples interfere with filing, photocopying and microfilming.
   b) Beneath the photograph record the date and grade level when taken.

7. State Student Identification Number – Upper right corner
The SSID is essential to track students as they move from school to school within the state. The state assigns the number. Either hand write “SSIS#” followed by the 10 digit SSID number in the upper right hand corner of the cum folder (See Attachment A) or use Screen 15, option 9 to print a new Cum Label. Attach the label to the front of the cum directly over the old label. The SSID number can be found in ESIS on screen 2 directly under the District ID number.

D. INFORMATION CONCERNING FAMILY (CUM, SECTION 2)

1. Name
   a) Record the first and last names of the student’s father and mother.
   b) Record the first and last name of a stepfather or stepmother.
   c) Record the name of the legal guardian if other than the student’s parents.

2. Separated/Deceased
Use this column to indicate the marital status of the parents.
   a) Write “Sep” if the parents are not living together but are not divorced.
   b) Write “Div” in the “Sep” column if the parents are divorced.
   c) Type “Deceased” opposite the name if one of the persons listed is deceased.

3. Birthplace
Use this column to indicate the birthplace of the parent opposite the name of the person.

4. Siblings – Names of Brothers and Sisters
   a) List the names of brothers and sisters in order of decreasing age as listed on enrollment form “Los Angeles Unified School District Student Enrollment Form”.
   b) Record surnames of brothers and sisters if different from that of the student.
   c) Indicate multiple births when appropriate (Twin, Triplet).

E. SIGNIFICANT HEALTH FACTORS (CUM, SECTION 3)
Use this section to enter the date and type of any significant health factors.

F. LAU INFORMATION (CUM, SECTION 4)
Use this section to enter information regarding the student’s language classification and Master Plan Program placement. If the Pre-LAS label is already affixed to this section, cover it with the initial CELDT label.
1. Initial CELDT result label should be affixed to the section to the far left when it is received by the school from the Testing Unit.

2. Primary Language Assessment result label should be affixed to the middle section.

3. If a student is qualified to reclassify, a letter is generated from the Elementary SIS Report Menu (Screen 14, Option 26 or Screen 33, Option 8) and a label should be printed using the SIS label Menu (Screen 15, Option 14 or Screen 33, Option 17). This label should be affixed to the section to the far right of the Cum Section 4. (BUL-5619.0)

4. In the section labeled “HOME LANGUAGE” enter the student’s Parent Home Language from the Student Enrollment Form, Section C.#1-D

5. In the section labeled “PUPIL’S PRIMARY LANGUAGE,” enter the student’s home language from the Student Enrollment Form, Section C.

6. In the section labeled “DATE RECLASSIFIED,” enter the date the student was reclassified (if applicable)

7. In the section labeled, “BILP,” enter the student’s Master Plan program. (Example: EI, WB, SI, DK)

8. In the section labeled, “BILINGUAL CLASS,” enter the student’s Master Plan Classification. (Example: IFEP, RFEP, LEP)

G. EDUCATIONAL GROWTH AND DEVELOPMENT – TEACHER OBSERVATION (CUM, SECTION 5)
This section provides a place to record significant information not appearing elsewhere which will contribute to an improved understanding of the student. It is an Administrator’s responsibility to screen and evaluate all comments included in this section.

1. Generally, the classroom teacher completes this section, but counselors or other members of the school staff may prepare information for this section. Every entry must be dated and initialed to the left of the written comments. Each teacher to whom a student is assigned is required to complete this section using his or her professional observations about the significant academic progress and/or social/emotional behaviors of the student. Teachers should also indicate what interventions have taken place.

2. A list of suggested comments for this section is often used by the school administrator to help teachers select comments from among a list of professional non-inflammatory remarks. (See pages 31-33 for comments, excerpts from BUL-12 “Examples of Written Comments for use with Pupil Records, “10/23/87.” (unable to access electronically)

3. Significant information may include the following areas:
   a) Pertinent recommendations from an individual psychological assessment recorded by the school psychologist.
   b) Referrals to school services or community agencies.
   c) Information about enrollment in or removal from a special education program.
   d) Circumstances involved in an acceleration or in a repeated failure.
   e) Reasons for frequent transfers.
   f) Death, divorce or remarriage of a parent.

H. INDIVIDUAL STUDY RESULTS (CUM, SECTION 6)
Psychologists indicate any assessments administered to students, the date, the grade and the name of the test used.

1. The Psychologist initials the information.
2. The file is NOT kept in the cumulative record.
I. CONFERENCES WITH PARENTS OR GUARDIANS (CUM, SECTION 7)
Teachers and/or administrators document significant conferences with parents during the course of the school year. These conferences do not include “regular” report card conferences unless they discuss the possibility of retention or the need for some time of intervention. Other examples include but are not limited to: SST conferences, COST Team Conferences, IEP Meetings, and 504 plan meetings.

J. SCHOOL HISTORY (CUM, SECTION 8)

1. School
   a) Record Private, Parochial or other School District attended to indicate continuity in school enrollment.
   b) Record enrollment of pupils in Pre-Kindergarten Programs.
   c) Indicate the date the student entered each school or if the student remains at the school but changes grade level or teacher. Indicate the new grade or new teacher and the date the student entered that grade or that teacher's room.
   d) If the child leaves or matriculates to the next grade indicate the date at which this happened.

2. Enrollment
   Enter the E code (This is usually also entered on the pink slip)
   a) E indicates that the child is entering as a pre-kindergartener – usually in SRLPD or in a special education preschool program.
   b) E1 indicates that the child is entering from the same school (or has left but has returned without attending another school in this or another country). If the student has been outside of school more that 15 school days, enter E1 in field 1221 of SIS screen 32 to indicate a break in continuous enrollment.
   c) E2 indicates that the child is entering from another LAUSD school or an affiliated charter school in the LAUSD area.
   d) E3 indicates that the child is entering from another public school in California including independent charter schools
   e) E4 indicates that the child is entering from a non-public school in California.
   f) E5 indicates that the child is entering from outside California.
   g) E7 indicates that this is the child’s first time in any school. (Kindergarten and above)

3. Age Calculator
   Use the age calculator chart to indicate the age in years and months when the child entered the school, classroom or grade. (Refer to MEM-5537.0 Chronological Age Calculator)
   Indicate the grade of the student when he/she entered the school or assigned classroom.
   a) Before a child leaves a school or classroom, the teacher should indicate the number of actual days present and days absent during his or her time in class. This is a legal document so care should be taken to use, “The Classroom Attendance Totals by Date Range (CATDR),” report from LAUSDMAX to determine the student’s attendance.

4. New Line/New Teacher
   For each new line with a new school or a new teacher, the home address and telephone number should be entered.
   a) Home address and phone number of the student must be current
   b) If there is no telephone in the home, write “NONE”.
   c) Dittoes should not be used.
   d) Quotation marks should not be used.
K. SPECIAL NOTATIONS ON CUM RECORD

1. Acceleration and Age-Placement
   a) When a student misses an entire grade because of acceleration or change in age-grade placement, draw a diagonal line through the grade level missed and note the reason, e.g., “Grade placement because of physical and social maturity.” Sign and date the entry.
   b) When a chronological gap occurs in a student’s educational program, enter the reason, if known, in Section 8, e.g., “Student did not attend any school during the 2010-2011 school year.” Sign and date the entry.

2. Repeating a Grade Level
   If a student repeats a grade, indicate the repeated grade in section 8 in the grade column by marking a red square around the first year in grade x and the next year in the same grade. For example:

<table>
<thead>
<tr>
<th>AGE</th>
<th>GRADE</th>
<th>ACTUAL</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>DAYS PRESENT</td>
<td>DAYS ABSENT</td>
</tr>
<tr>
<td>7/9</td>
<td>2</td>
<td>165</td>
<td>18</td>
</tr>
<tr>
<td>8/9</td>
<td>2</td>
<td>179</td>
<td>4</td>
</tr>
</tbody>
</table>

L. RECORD OF SPECIAL SERVICES (CUM SECTION 9)
List the services the student is receiving and the dates. For example, 2008-09 – RSP Services.

M. READERS AND SOCIAL STUDIES UNITS (CUM SECTION 10)
Each year, the teacher must list the publisher and level of the reader and the name of the social studies book/unit the student is studying.

N. ADDITIONAL INFORMATION (CUM SECTION 11)
Indicate the student grade level, master Plan program (Basic Bilingual, Dual language (Korean, Spanish or Mandarin), SEI), ELD Level as recorded on the student progress report and date. (for example – “Grade 3, SEI, ELD 3, June 30, 2008.”

O. CORRECTIONS
If errors have been made, line out the incorrect data, insert data, then date and initial the corrected recording. Do not attempt to eradicate or black out any recording.

1. If a label is inadvertently placed on the wrong cum, it is appropriate to paste the correct label over the incorrect one.
2. Never use flaps or stapled items to make corrections.

P. ACCESS LOGS

1. There are three (3) types of access logs:
a) Access logs required by the state to note when any person that has written authorization to do so has viewed a cumulative record. This is an ongoing chronological, by date log for the school.

b) Access logs posted to the front of an IEP green folder. This log is also used to note when any person that has written authorization to do has viewed a cumulative record.

c) Access log/list of all school personnel that have access to cumulative records at the school. This list is to be posted on the cumulative record file cabinets.

Q. BASIC STUDENT IDENTIFICATION DATA IN ELEMENTARY SIS

1. Elementary SIS contains information that is required on the cumulative record card. The items referenced in the cumulative record, section 1 are listed in the appropriate sections. Care must be taken that these fields are accurate and complete as described above.

2. Please refer to REF-669 "Enrollment and Electronic Transfer of Student Data in Elementary SIS," 12/1/03. This reference guide will provide schools with accurate information on how to enroll and transfer students using Elementary SIS.

R. HEALTH CARD AND CALIFORNIA SCHOOL IMMUNIZATION RECORD

1. Screen 11 should contain all current health and required immunizations given. Data should be updated in SIS as soon as it is available to the school.

2. Every student's cumulative record must have on file a Health Card and a “California School Immunization Record” card.

3. These health cards can be printed on blue paper from Elementary SIS using Screen 14, Option 28 and will reflect the data in Screen 11.

4. Health cards are transferred from school to school with the cumulative record, however they are filed separately. Cums are filed for easy access by the office personnel and Health cards are filed in or near the Nurse’s Office. Below is a sample health card.
III. ORGANIZATIONAL, MAINTENANCE AND TRANSFER OF PUPIL RECORDS

A. FILING SYSTEMS FOR RECORDS

A well organized filing system is essential to the efficient operation of an office. The number and type of files maintained within offices varies from school to school. Most schools file cums in the files alphabetically by track, grade and classroom. Larger groups of records such as those found in upper grade classrooms are sometimes separated by boys in one folder and girls in another.

1. **Active Files**
   This file is for students currently enrolled and must be maintained. The cumulative record cards and cumulative record envelopes are filed together in the same file alphabetically by grade level or alphabetically as is most efficient for a school.

2. **New Student Record File Area**
   This file is used for students whose cumulative records or transcripts have been requested but not yet received.
   a) The registration card may be used for monitoring records requested and received.
   b) The date and school to which the request for records is mailed is noted on the registration card.
   c) A cumulative record envelope may be prepared and filed in this temporary file as needed.
   d) If the records do not arrive within a reasonable time, a second request should be sent.
3. **Check Out File**

This file is used for students who are withdrawing from your school.

a) Whenever a student has checked out, the student’s cumulative record is removed from the “Active File” and placed in the “Check Out File Area.”

b) A student’s record may be kept in this temporary file until a request has been received.

c) During the time the cumulative records are kept in the “Check Out File,” the following should be done:

   1. The teacher should complete and initial Sections 5, 8 and any other appropriate sections. The teacher should include a copy of the current report card (LAUSDMAX) for any student who has been with him/her for 15 or more days. To verify the amount of days student was with the teacher please view, the CATDR, from LAUSDMAX.

   2. Student health Card collected from the Health office plus 1 photocopy.

   3. Items to be forwarded to other LAUSD schools with the student’s records should be obtained as part of the record. They include the following folders:

      a) Blue – Master Plan Folder - English Learner
      b) ELD Assessment Portfolio – (white, yellow, purple, pink or gray)
      c) Green – IEP
      d) Orange – Gifted
      e) Red – Intervention/Intersession
      f) White – 504 Plan
      g) Purple – Migrant Education

   4. Ensure the SSID# is posted on the cum as indicated on pg. 8

4. **Inactive File (Retired File)**

This file is for students who are no longer enrolled and the checkout process is complete. The file contains all the student’s records that are kept at the school. The “Inactive File” is for those students who have enrolled in private, parochial, adult or out of the district schools; or students who are unaccounted for. Mandatory interim records must be retained in accordance with district policies. Examples are:

   a) Apportionment (Attendance) Card
   b) Registration Card (kept in a separate inactive reg. card file)

      1. Copies of Letters of Recommendations
      2. Home language survey (currently part of the enrollment form)
      3. Competency Based Testing Diagnostic Sheets
      4. Test Label Cards
      5. Notification to School of Child’s/Minor’s placement status (DCFS form #1399)
      6. If the following materials are recorded they can be destroyed with the authorization of the School Administrator. Local school policy may require that the following items be retained for a limited time.

         a) Complimentary of Unsatisfactory notices, Report Cards, Work Samples
         b) Supplemental materials including reports from welfare and attendance workers, correspondence, tests and inventories.

B. **PROCESSING ENROLLMENT OF INCOMING STUDENTS**

The School Administrative Assistant is responsible for assigning duties to Office Assistants, Office Technicians or Clerks on the office staff.

1. **Transfer of the Cumulative Record from one LAUSD Elementary school to another.**

   a) Note on the registration card, the date and name of the school where the records were sent. These registration cards are to be kept in perpetuity.

   b) Once the school has requested and received a student’s cumulative record it becomes the new elementary school’s responsibility to maintain the record. Records should only be requested for enrolled students. If an elementary school should inadvertently send records for no-show, they are to be returned to the last elementary school the child attended.
c) Pupil records are also transferred electronically using Elementary SIS.

2. **Student Transfers within the district or from an Affiliated Charter School.**
   a) Request a student's records from the former school upon enrollment. Requests are to be in written form, using the “Request for Student Record” (Form 34-EH-28) not by telephone. The student or parent never transports cumulative records.
   
   b) Send the “Request for Student Records” form to the former school of the student who enters another elementary school late in the semester for any district or affiliated charter school. The former school forwards the cumulative record, the health card, the applicable program folders and the contents of the cumulative record envelope that are important to the educational program of the student.
   
   c) Use Screen 16, Option 11 with the student’s District ID number to bring electronic student records into the current school’s active SIS file.

3. **Students New to the District.**
   a) Send a “Request for Student Records” (Form 34-EH-28) to the former school.
   
   b) If the student is entering from a California public school outside of Los Angeles, the former school forwards either the original cumulative record or a copy of a transcript. When the student's transcript is received, a district cumulative record is initiated and appropriate data are recorded thereon.
   
   c) Copies of official records and/or transcripts received from schools outside the district are included and maintained as part of the student’s cumulative record.
   
   d) When a student, who has at any time been enrolled in any Los Angeles Unified School, enrolls from outside the Los Angeles school system, it is necessary to obtain the first district elementary cumulative record card and health card in order to have a complete record.

4. **Students from Other Countries**
   a) Obtain the same general information about the former schools from foreign countries for the student. Be sure to have the school address written clearly with all necessary postal information. The procedure for creating an electronic cumulative record for students from other countries is the same as students that are new to the district.

C. **PROCESSING STUDENT CHECK OUTS (CUM, SECTION 5 AND 8)**

The SAA is responsible for doing or monitoring the following tasks:

1. Create a check-off cover sheet to ensure that all records for each student who is leaving are gathered efficiently. Attach it to the folder holding the cumulative record and check off each item listed as it is completed or gathered:
   a) Pull the cumulative record envelope, cumulative record card, health card, registration card, completed ELD portfolio(s), all appropriate folders listed below and records such as completed progress reports for any student who has attended the school for 15 or more days.
   
   b) Record the following data on the cumulative record card when the student is checking out in Sections 5 & 8 ):
      
      (1) “The date of leaving” may be entered in pencil and inked in later using a date stamp or writing the number with dashed between them using black ink.
      
      (2) Teacher must write a comment on the academic progress of the student, and attendance must be entered. Process the cumulative record card and update all sections before the card is filed, forwarded, photocopied or digitized.
   
   c) Place the cumulative record, health card and envelope in the “check out file” or “the inactive file” until requested. Make a note on the registration card of the date of check out and the new school name.
d) Upon receipt of the “Request for Student Records,” forward by school mail, the cumulative record, the health card and the contents of the cumulative record envelope to the requesting LAUSD school or affiliated charter school.

e) When a school requests a transcript from other than an LAUSD school, such as a private school, start-up independent charter school, agency or authorized person, in the registration card, enter the date and the name of the agency/person to which the transcript is forwarded.

f) Ensure the SSID# is posted on the cum (See Pg. 8 and Attachment A).

2. Record the date and name of the school to which records are forwarded on the registration card and cum envelope.

3. The following records are kept with the cumulative record and are to be sent to another LAUSD school when records are requested.

   a) Blue – Master Plan Folder - English Learner
   b) ELD Portfolio Folder – (white, yellow, purple, pink or gray)
   c) Green – IEP
   d) Orange – Gifted
   e) Red – Intervention/Intersession
   f) White – 504 plan
   g) Purple – Migrant Education

4. Notify the teacher and appropriate office staff when a request for records is received for a student who has not been officially checked-out.

5. A PAR (Pupil Accounting Report) should be printed and provided to the parent using Screen 14, Option 13 for all students whose parents notify the school that they are leaving.

   a) Enter the leave information on Screen 13, fields 190-192 and 83 for the student and file it. Print the PAR and retire the student from the active file unless the student will be remaining until a future date. Retire the student after the last day of attendance by typing DE instead of FI on the control line.

D. CURRENT PUPIL RECORDS TO BE TRANSFERRED OUT OF THE DISTRICT

1. Mandatory Permanent Pupil Records (original cum is maintained in the district)
   When a pupil transfers to another school district or to a private school, a copy of the pupil’s Mandatory Permanent Pupil Record shall be transferred upon request for the other district or private school. The sending district must also retain the original permanently. (CCR, Title 5, Section 438)

2. Mandatory Interim Pupil Records (original records sent with transcript)
   If the transfer is to another California public school, the pupil’s entire Mandatory Interim Pupil Record will be forwarded. If the transfer is out of the state or to a private school, the interim records may be transferred. (CCR, Title 5, Section 438.)

3. Permitted Records
   Permitted student records may be forwarded, if information is beneficial to the student’s education program. Schools requesting records notify parents of right to receive a copy and right to challenge content of the record.

   a) All student records shall be updated prior to transfer.
   b) A PAR may be used when a student transfers outside LAUSD. The student carries the PAR to the next school. When the receiving school request records, they will contact the LAUSD school for an official transcript (Copy of both sides of the cumulative record and the test label card inserts) or other information.
E. PROcedures for Transfer of Records

1. Transcript copies for other district in the State of California
   A designated person will make certified copies of all mandatory permanent records to be forwarded. All mandatory interim records must be forwarded. Be sure the date and place of transfer are noted on the registration card and cumulative record before copying.

2. Transcripts to Out Of State and Private Schools
   Copies of mandatory permanent records must be sent. Mandatory interim records deemed helpful to the requesting district are also to be forwarded.

3. Transcripts to Charter Schools
   The question to be asked is, “Will the school maintain the LAUSD cumulative record according to District guidelines?” Further information including a roster names and types of charter schools may be found on LAUSD.net> Schools> Charter Schools Roster.
   a) An affiliated charter, conversion charter or a school awarded through the Public School Choice initiative by the District’s Board of Education are treated as an LAUSD school which receives the entire cumulative record including the green folder with the current IEP.
   b) An independent charter school’s request for records of a current student is to be interpreted as a request for a copy of the entire cumulative record, including a copy of both sides of the cumulative record folder (transcripts) and test label card inserts. The original cum will remain with the district.

4. Transcript Procedures for Non Public Schools (NPS)
   a) When a student is transferred to a Non Public School, a transcript of the cumulative record is forwarded upon written request. The original cumulative record remains in the regular LAUSD School.
   b) The NPS will submit a form titled NPS Student Transcript at the close of each semester. The school of residence, regardless of the LAUSD school the student last attended, shall maintain a cumulative file for each student residing within the school’s attendance area when the student is enrolled in a nonpublic school.

5. Transfer Procedures for a Community Day School.
   Exceptions to these routine procedures for transferring records may occur.
   a) When a student is transferred to an adjustment community day school, Pupil Services and Attendance personnel take the copy of the cumulative record and health card, in person, to the receiving school.
   b) The original cumulative record remains in the regular school.

6. Transcript Procedure for Juvenile Hall, Institutions, home or camp maintained by the County of Los Angeles or the State of California.
   A transcript is forwarded at the request of a juvenile hall school, or any school, institution, home or camp maintained by the County of Los Angeles or the State of California.
F. GRADE PLACEMENT OF A STUDENT FROM OUT OF THE DISTRICT

1. When a pupil transfers from other than a Los Angeles Unified School, the receiving school should attempt to place the pupil in the appropriate grade. If the pupil has a report card or other official document, placement should not be a problem. However, if the pupil has no credentials, questions must be asked concerning the grade the student was enrolled in or had completed at the time of leaving. The school would then assign a tentative grade placement – often using the age range/grade chart shown below. The grade placement chart is also noted MEM-5537.0 Chronological Age Calculator or the most current MEMORANDUM available). Attachment B.

<table>
<thead>
<tr>
<th>Grade</th>
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<th>Typical Age Range</th>
<th>Maximum Age</th>
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<tr>
<td>K</td>
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<td>4.9 -- 5.8</td>
<td>6.8</td>
</tr>
<tr>
<td>1</td>
<td>5.0</td>
<td>5.9 -- 6.8</td>
<td>7.8</td>
</tr>
<tr>
<td>2</td>
<td>5.9*</td>
<td>6.9 -- 7.8</td>
<td>8.8</td>
</tr>
<tr>
<td>3</td>
<td>6.9*</td>
<td>7.9 -- 8.8</td>
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</tr>
<tr>
<td>6</td>
<td>9.9*</td>
<td>10.9 -- 11.8</td>
<td>12.8</td>
</tr>
</tbody>
</table>

All ages refer to student age in year/month as of September 2 of that year.

- Minimum ages for grade level may be younger for some students in year-round schools entering tracks which begin earlier than September 1.

IV. ESY SUMMER SCHOOL/INTERVENTION

1. If the student is ONLY enrolled for summer school and not expected to remain after the intervention, only the mandatory fields on in SIS Enrollment Screen 10 need to be completed as well as the information on the intervention program screen (Screen 26). No cumulative record is necessary unless the student will be attending a regular school session.

2. If the child will be attending an intersession but the Track that they would normally be on is not yet in session, enroll the student in the intersession and in SIS as if they were an active student. Request cumulative records, etc.

V. TEST LABELS

A. STAR and Norm Reference Test Label Cards (#9661213900 - 34-EH-69A)

A separate card is provided for STAR California Standards Tests and Norm Referenced Tests.

1. Test label cards should be kept with the student’s cumulative record. This card is to be used for CST testing labels for each year.
2. Data is downloaded into SIS and can be found on Screen 7.

3. Labels for Grade 4 CST tests should be placed in Section 5 of the cumulative record after the last teacher's comments. If the comment section is full, place the label in Section 8.

4. Labels for the STS, CMA and CAPA assessment must also be appropriately placed.

B. CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST (CELDT)

1. The initial CELDT label is affixed to the Cumulative Record Card in Section 4, LAU Information.

2. The annual CELDT labels are placed on the gray “California English Language Development Test (CELDT)” card in the proper grade level. (See BUL-5349.0, 12/13/10 as a reference)

NOTE: In Elementary SIS, the results of these tests are downloaded into the student's record and can be found in the Testing Menu (Screen 7)

VI. PREPARATION FOR DIGITIZING

A. Schools are responsible for maintaining the mandatory permanent record for each student until digitizing or otherwise permanently stored. Only records which did not follow the student to another LAUSD school should be maintained at the elementary school. For example, if the student left LAUSD for another district, the school would retain the original cumulative records and send only copies to the non-LAUSD school. If the student matriculated to a LAUSD middle school or another LAUSD elementary school, the original records should follow the student. Records of former students will be kept on file at the last school of residence until the student surpasses their scheduled high school graduation date. Refer to the Student Records Center website at transcripts.lausd.net under the “Employee Resources” tab for the “Request for Digitizing” form and additional training resources.

1. Preparation of Records for Digitizing
   a) Combine all records of a student into a single student record folder.
   b) Arrange all folders either numerically or alphabetically in single year spans.
   c) Remove all staples, paper clips and loose scotch tape.

2. RETAIN the following items for digitizing
   a) Elementary Cumulative Record
   b) Health Card and the CSIR (California State Immunization Record – aka - Blue Card)
   c) Transcripts from other schools
   d) Legal documents such as Birth Certificates, valid copies of Parent Identification and copies of records verifying residency
   e) Affidavits for change of name and proof of age
   f) LAUSD Enrollment Forms

3. DISCARD all other items such as:
   a) Report cards
   b) Social case histories
   c) Complimentary and unsatisfactory notices
   d) Disciplinary notes and reports
   e) Any papers applicable to your school only
   f) Pictures
   g) Student work samples
   h) Welfare and attendance reports
VI. RELEASE OF INFORMATION
It is critical that policies regarding the release of information from student records be kept current in line with new legislation and Los Angeles Unified School District procedures. Care must be taken on the type of information released and to whom it is released. Taking the name and number of the caller and calling back may verify telephone requests for directory information. Parents name and number can be verified on school records. Agencies generally identify themselves when answering the phone. If there is a question about the agency, call the parent to verify their relationship with the agency. Use BUL-1077.1 “Information Protection Policy”, 12/05/06 for further reference on this topic.

VII. PUPIL RECORDS: PRIVACY, PROTECTION, ACCESS, CHALLENGE
Current District policy regarding the privacy, protection, access and challenge of pupil records is contained in the Parent Student Handbook. BUL-2469.0 “Pupil Records: Access, Confidentiality and Note of Education Rights,” 4/24/02 is the document which contains the most up to date policy related to pupil records.

VIII. SUBPOENA OF PUPIL RECORDS
The Principal of each school or a designee shall accept service of subpoena for pupil records and comply with the legal requirements of each.

IX. RIGHTS ACCORDED PARENTS OF STUDENTS WITH DISABILITIES
In order to assist a parent/guardian in making informed decisions, parents/guardians have the right to examine educational records pertaining to their child. This right is explained in “A Parent’s Guide to Special Education Services” (including Procedural Rights and Safeguards). A parent's written request to review records shall be documented and maintained at the school. If the parent makes an oral request to review records, document the request in writing and maintain the documentation at the school.

X. RELATIONS WITH PUPIL SERVICES AND ATTENDANCE AND THE COURTS
Often questions come up about pupil records and outside agencies such as the courts. Pupil Services and Attendance is an outstanding LAUSD reference in resolving concerns of this nature. They also deal with permits, homeless education program, pregnant and parenting teens and foreign student admissions. The following is their contact information.
The Juvenile Court system also has responsibility for students attending LAUSD schools. Their role includes dependency cases (students who have been victims) and delinquency cases (students who have performed some illegal action). PSA maintains School-Court Liaisons to many of the courts. These individuals are doing school business and you should do all you can to help the LAUSD students they serve. The following is their contact information

a) Dependency Court
   (1) Edelman Children’s Court – 201 Centre Plaza Drive, Monterey Park 91754
       (323)526-6645 or (323)526-6028

b) Delinquency Court
   (1) Eastlake – 1601 Eastlake Av, Los Angeles 90033 (323)226-8927
   (2) Inglewood – 110 Regent St, Inglewood 90301 (310)419-5267
   (3) Kenyon – 7625 Central Av., Los Angeles 90001 (323)586-6098
   (4) Sylmar – 16350 Filbert St, Sylmar 91342 (818)364-2108

c) Informal Juvenile and Traffic Court
   (1) Central – 1945 S. Hill St, Los Angeles, 90007 (213)744-4155
   (2) Valley – 6230 Sylmar Av., Van Nuys 91491 (818)374-2332
   (3) Sylmar- 16350 Filbert St, Sylmar 91342 (818) 364-2187

XI. ACCESS TO EDUCATIONAL RECORDS

A. Mandatory Access
   The following persons or agencies have mandatory access to student records:
   1. Natural parents, adoptive parents, legal guardians (unless the school has been advised that the
      individual does not have authority under applicable state law governing such matters as guardianship,
      separation and divorce)
   2. Students age 16 or older or have completed the 10th grade
   3. Parent/Guardian of students over 18 if a dependent adult
   4. School officials and employees for legitimate educational purposes
   5. School Attendance and Review Board members (SARB)
   6. Other public school in California where the student has or intends to enroll (parent/student notification
      required)
   7. Private schools or out of state schools of anticipated or new enrollment (parent/student notification
      required)
   8. Federal, state and county officials for program audits and compliance purposes.
   9. Agencies specified by law (for example, an agency investigating child abuse)
   10. Those authorized by court order to have educational rights for the student (notification to
       parent/eligible student is required to release information)

B. Non Mandatory Access
   The following persons or agencies may have access to student records:
   1. Appropriate persons in an emergency
   2. Agencies or organizations in connection with an emergency
   3. Accrediting associations
   4. Organizations conducting studies on behalf of the District
   5. Person or agencies authorized by the parent, guardian or student (if over 18 and educational rights have
      been transferred to the student)
6. Members of a hearing panel (an Assistant Superintendent or Board of Education may, with written consent of the parent, convene a hearing panel to assist in a parent’s appeal of a local school administrator’s decision regarding the content of the student’s records.)

C. Confidentiality

Any individual or agency authorized to have access to a student’s records must maintain the confidentiality of the records and is prohibited from releasing any of the information without the written consent of the parent/guardian or student if the right consent has transferred to the student.

If an individual or agency not included in the above lists requests access to a student’s records, access can only be granted by the school principal who is the authorized custodian of the records. Permission must be given in writing and documented on the access log.
XII. ATTACHMENT A – ELEMENTARY CUM (FRONT)

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Section II G

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Section III C
### Section 10. READERS AND SOCIAL STUDIES UNITS

Indicate Major Curriculum Unit, Description or experience, and duration, initial each entry

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<th>Description</th>
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XIII. ATTACHMENT B – RELEVANT DISTRICT BULLETIN/REFERENCE GUIDE LOCATOR

BUL-787.0 “Guidelines for School Enrollment of Student in Out-of-Home Care,” 7-1-04
BUL-1077.1 “Information Protection Policy,” 12-5-06
BUL-5703.0 “Names of Pupils for Purposes of School Records,” 2-13-12
BUL-2469.0 “Pupil Records: Access, Confidentiality and Notice of Educational Rights,” 4-24-06
BUL-3448.1 “Master Plan Folder for English Learners K-12”, 1-5-09
BUL-3778.0 “Policies and Procedures for Identifying Students with disabilities as Low Verbal/Non Verbal and Potential English Learners (ELs),” 10-2-07
MEM-5499 “2011-2012 Migrant Education Program For Elementary and Secondary Students”, 7-1-11
MEM-5537.0 “Chronological Age Calculator,” 8-1-11
REF-669.0 “Enrollment and Electronic Transfer of Student Data in Elementary SIS,” 12-1-03
BUL-5619.0 “Reclassification of English Learners, Grades 2 - 12”, 10-17-11

Parent Student Handbook – 2011-2012
ATTACHMENT C - DIRECTORIES FOR PUBLIC AND PRIVATE SCHOOLS

(Check the California Department of Education website at www.cde.ca.gov for availability and pricing information for all directories)

A. California Public School Directory

B. California Private School Directory
   1. CD-Rom also available, call (916) 324-8979 for information or online at www.cde.ca.gov/ds/si/ps/

C. List of schools online at: www.cde.ca.gov/re/pn/rc. Select the type of school, enter the name of the school and click search.
   California State Department of Education
   CDE Press, Sales Office
   1430 N Street, Suite 3207
   Sacramento, CA 95814-5901
   (916) 445-1260 (800) 995-4099 Fax: (916) 323-0823
   Web site: www.cde.ca.gov/cdepress

D. Public Schools Directory

E. List of schools online at: www.lacoe.edu click on School Districts, then School District
   1. Directory, then Public Schools Directory (pdf)
   Los Angeles County Office of Education
   Communications Department
   9300 Imperial Hwy.
   Downey, CA 90242-2890
   (562) 922-6369 Fax: (562) 803-6248
   Web site: www.lacoe.edu

F. Western Association of Schools and Colleges Directory WASC Inc.
   1. List of schools online at: www.wascweb.org click on The Accrediting Commission for Schools, then Directory of Schools
   Southern California Office
   43517 Ridge Park Drive, Suite 100
   Temecula, CA 92590-3615
   (951)693-2550 Fax (951) 693-2551
   Web site: www.wascweb.org

G. Patterson’s Elementary Education, Elementary Schools (hardcover)

H. Patterson's American Education, Elementary thru Post-Secondary
   Educational Directories Inc.
   P.O. Box 68097
   Schaumburg, IL 60168
   (847) 891-1250 (800) 357-6183 Fax: (847) 891-0945
   Web site: www.ediusa.com click on Publications
XIV. ATTACHMENT D - STUDENT RECORDS REVIEW CHECK LIST

Purpose
The following check list has been developed as a preliminary step to improve the student record keeping system of elementary schools in the LAUSD. The checklist will assist schools to evaluate their record keeping practices and assure that district policies regarding the maintenance of student records are being followed.

Write “Yes” or “No” in the space before each item.

A. Elementary Cumulative Records
1. _____ Maintenance of all cumulative records is supervised by the School Administrative Assistant under the direction of the Principal and/or Assistant Principal.
2. _____ Cumulative records are stored in secure files that are locked every evening.
3. _____ A system is in place that will account for all records that are removed from the files and/or taken from the office.
4. _____ A system is in place that will facilitate the updating of current information, i.e. change of address, significant information, awards and honors.
5. _____ Mandatory interim records are maintained with the student’s cumulative record, i.e. special education, gifted, and EL.
6. _____ A reg card, which has the student's name, birthdate, date of entrance, date of leaving, and where records were sent, is maintained permanently for every student who has enrolled in the school.
7. _____ Inactive records are maintained in an organized manner and are readily available upon request.

B. Recording Information on the Cumulative Record
1. _____ Only black ink is used to record information on the cum. While computer generated name labels are convenient, they may come off in time so care should be taken to affix them properly.
2. _____ All anecdotal entries are dated and signed.
3. _____ All corrections should be consistently made as follows:
   a) Line out the incorrect data, insert correct data, date and sign it.
   b) Address is kept current.
   c) Test labels and report card labels are applied to the cumulative record promptly.
   d) Persons applying labels are appraised of the importance of matching the name and birth date of the student with the name and birth date on the cum.

C. Transfer of Cumulative Records
1. _____ Student records are requested within one day after the pupil enrolls except at the beginning of the semester.
2. _____ Mandatory permanent and mandatory interim records are transferred to district schools within five days of receipt of request.
3. _____ A transcript (copy) of the mandatory permanent record and health card and all pertinent original mandatory interim student records are transferred to schools public and private outside of the District within five days of receipt of request.
4. _____ Before records are sent to a requesting school, information regarding date of leaving and name of receiving school is recorded on the registration card. Checkout marks, test labels, and other current information is recorded on the cum.
5. _____ Records are never retained because a student has failed to return books or owes school fees.
D. Release of Information
1. _____Confidentiality of student records is strictly maintained.
2. _____Student help is never used to file information in the cumulative record.
3. _____The legal parent or guardian is provided access to the student record and may obtain copies of such records within five days of request.
4. _____A permanent listing is maintained of those persons other than the District employees for whom consent for access has been signed by the parent or guardian.
5. _____Directory information available for release is maintained separately and apart from other pupil records or files.

E. Office Procedures
1. _____There is a current updated cumulative record handbook available for all assigned clerical staff.
2. _____The office staff is informed by the Principal and/or AP of current District policies that impact office responsibilities.
3. _____Current bulletins pertaining to office responsibilities are available and have been reviewed by staff.
XV. ATTACHMENT E - STUDENT RECORDS RECEIVED CHECK LIST

Purpose

The following check list has been developed as a preliminary step to improve the student record keeping system of elementary schools in LAUSD when cumulative folders are being transferred within LAUSD. The checklist will assist schools to evaluate their record keeping practices and assure that district policies regarding the maintenance of student records are being followed.

A. ELEMENTARY SCHOOLS

1. Elementary Cumulative Record entries are recorded in black ink or on a computer label with black ink.
   a) _____Last attended school has an enter and leave date recorded.

2. _____Valid copy of document verifying date of birth.

3. _____Valid copies of parent identification picture.

4. _____Valid copies of document verifying address.

5. _____Name change affidavit, if applicable

6. _____Student photographs are securely attached with glue or rubber cement.

7. _____Health card and California State Immunization Record is included
   a) _____Medical Alerts

8. _____Legal Documents
   a) _____Restraining Order
   b) _____Court Orders
ATTACHMENT F – Suggestions to Reconstruct a Lost Cumulative Record File

Cumulative Record
Write on the front of the cum, in Black ink, the following: “Original Cum record lost”

Health
Reprint the California School Immunization Record (CSIR) from Screen 14, Option 28 and place in the reconstructed cum.

Intervention
Print the intervention history from Screen 26, Option 1. Print the screen and include in the Intervention Folder (Red Folder). If there are more than 14 lines of intervention, print the second screen beginning with interventions 15 by following these instructions:
• At the control prompt, type LI <enter>. Type 15.
• Hold down the Ctrl, and then tap P. The second screen of the interventions will display. Print the screen and include this in the Intervention folder.

Master Plan Information for EL/IFEP/RFEP
• Reprint the Initial CELDT label from SIS Screen 15, option 7 – CELDT Initial, and place it on the area of the cum marked “Oral English Proficiency Test Label”.
• Request a duplicate Primary language label from SIB (School Information Branch) and place it on the area of the cum marked “Primary Oral language Proficiency Test Label”
• If the student has reclassified and is now designated as RFEP, print the label from Screen 15, Option 14 – CELDT Reclassification, and place it in the area of the cum marked “Reclassification Test label”
• From the SIS Testing Menu, Screen 7, print CELDT information from: Option 6. CELDT MENU, selection 1 and attach to the Annual CELDT Test labels Cumulative Card Insert.

Progress Report
• Reprint last year’s progress report from ISIS, go to the Report Menu> Grades Menu > Standards Based Report Card > Choose the desired student.
• Reprint prior year’ progress reports from ISIS.

Testing Information
Print STAR Test Information from SIS, Screen 7 and attach to the STAR Test labels Cumulative card Insert as applicable:
• Option 4 – CALIFORNIA STANDARDS TEST MENU, selection 1
• Option 11 – STS MENU, selection 1
On the card insert, for each grade level that applies, type or handwrite the following:
• “Original cumulative record lost”
• Test name(s) (CMA, CST, STS, CAPA)
• Date Tested
• “See attached printouts”
Teachers and other staff members should record significant and relevant data and comments on cumulative record cards and pupil reports when such information is useful in understanding a pupil and promoting his/her progress. Since a parent or adult pupil may challenge the accuracy or non-objectivity of the content of a pupil record, it is important that any recorded data or comments be appropriate in content and form.

Comments to be noted on school cumulative records must be in English and are most appropriate in section 5 of the Elementary Cumulative Record. A variety of acceptable comments are available for download from LAUSD website, select ISIS under For Schools> Elementary, then go to Grades> LAUSDMAX- Elementary Standards Based Report Card Comments.

These are always appropriate to use on the Cumulative Record. Additional suggested comments are:

**ENGLISH LANGUAGE DEVELOPMENT**
- Student has been referred for intervention services
- Student has been referred to the Language Appraisal Team (LAT)

**LANGUAGE ARTS - SPEAKING**
- Is an excellent speaker
- Is fluent in oral expression
- Organizes ideas in a clear, orderly manner
- Makes many creative oral contributions
- Enjoys participating in dramatic activities
- Improving with help from XXXX (specify)
- Has difficulty in understanding directions
- Has limited self-confidence in oral expression

**LANGUAGE ARTS – LISTENING**
- Listens attentively
- Responds with understanding to speaker
- Has limited listening span

**LANGUAGE ARTS – WRITING**
- Writes well constructed sentences
- Excels in written language
- Evidences creativity
- Is proficient in dictionary use
- Shows improvement in grammatical usage
- Has difficulty in organizing ideas
- Has difficulty in sentence construction

**LANGUAGE ARTS – HANDWRITING**
- Excels in handwriting
- Is developing neatness
- Has difficulty with cursive writing and/or manuscript
- Shows improvement in letter formation

**LANGUAGE ARTS – SPELLING**
- Excellent speller
- Work reflects superior spelling ability
- Applies (or does not apply) spelling skills in daily work
Is acquiring spelling skills appropriate to grade level

**READING – FLUENCY**
- Reads fluently with understanding
- Fluent oral reader, but lacks understanding
- Is making progress in reading with fluency and understanding

**READING – VOCABULARY**
- Excels in word skills.
- Is adept in using contextual clues to identify unfamiliar words (and/or picture clues; configuration clues; phonetic analysis, etc.
- Has adequate sight vocabulary for grade level
- Uses dictionary to extend understanding of words
- Is developing a vocabulary that includes technical (non-technical) words.
- Has difficulty seeing relationships between words and ideas
- Has difficulty in using dictionary as an aid in pronunciation
- Needs to improve in XXXX (specify)

**READING – COMPREHENSION**
- Is able to make interpretations, inferences, and/or generalizations
- Shows unusual interest in understanding and use of words
- Uses reading as a source of information
- Understands abstract ideas
- Reads for pleasure
- Reads to the exclusion of other interests
- Needs help with comprehension sequences of stories
- Needs help in following sequences of stories
- Needs help in reading as results of frequent changes of activities

**MATHEMATICS – FUNDAMENTALS**
- Has outstanding knowledge of number system(s)
- Understands number groupings
- Knows basic facts
- Excels in computational skills
- Can use instruments of measurement
- Is developing understanding of the metric system
- Needs help in XXXX (specify)
- Has difficulty in application of known facts

**MATHEMATICS – REASONING**
- Works well with abstract symbols
- Excels in number concepts
- Solves written / oral mathematical problems
- Solves problems with speed and accuracy
- Applies mathematical concepts to real life situations
- Shows skill in using all fundamental processes in solving meaningful problems
- Works slowly and accurately in mathematics
- Has difficulty in application of correct process
- Shows the effect of limited reading skills when solving written problems
- Is skillful in estimating
- Understands geometric concepts
SOCIAL/EMOTIONAL CHARACTERISTICS WHICH INFLUENCE LEARNING

- Is an enthusiastic learner
- Has a positive attitude
- Is a recognized leader
- Relates well to peers
- Is able to improvise (specify)
- Demonstrates perseverance in assigned tasks
- Has an above average attention span
- Budgets time wisely
- Completes work independently
- Is interested in learning
- Has some difficulty relating with others
- Lacks self-confidence
- Accepts constructive suggestions
- Is considerate of others
- Demonstrates desirable multicultural attitudes
- Needs to improve in acceptance of adult authority

SPECIAL INTERESTS AND ABILITIES

- Has scientific interests in XXX (specify)
- Has musical talent in XXX (specify)
- Is interested and talented in art
- Is a creative thinker
- Plays in the orchestra / band
- Has interests in crafts
- Has strong interests in XXX (specify)
- Is interested in creative rhythms
- Is skillful with tools (computers, construction, etc...)
- Excel in (specify)
- Learns rapidly and easily
- Needs to expand interests
- Is creative in composing
- Enjoys (specify)
- Collects (specify)
- Enjoys XXXX as a hobby (specify)
- Is interested in reading about XXXX (specify)
ATTACHMENT H – REVISIONS

Original document created June 2006

2008 Updates

Reformat entire document
Updated all district publication references throughout document
Added Lost cum reconstruction instructions (Pg. 7 and Attachment F)
Added State Student Identification Number References (Pg. 8 and 14, Attachment A)
Added Migrant Education Folder references (Pg. 14 and 16)
Added New Grade Placement Chart (Pg. 18)
Updated Retained items list (Pg. 20)
Updated Dependency Court Information (Pg. 21)
Added Attachments A-H
Updated Bulletin Finder (Attachment B)
Updated Directory Information (Attachment C)
Removed Office Procedure #E4 (Pg. 28)

2012 Updates

Reformat entire document
Updated all district publication references throughout document
Updated Legal Requirements: Added #’s 3-5 (pg. 3)
Updated Mandatory Interim Records: Added page numbers #2D (pg. 4)
Updated “Affidavit for Proof of Age of Minor;“ form (pg. 8)
Updated LAU Information: Added #’s 4-8 (pg. 9)
Updated Conference with Parents or Guardians (CUM, Section 7) (pg. 10)
Updated Age Calculator, section b): added “Classroom Attendance Totals by Date Range Report” (pg. 10)
Updated Check Out File, section c): added reference to LAUSDMAX for report card and CATDR (pg. 14)
Removed Students New to the District #3E (Pg. 15)
Updated Transcripts to Charter Schools (pg. 17)
Removed Summer School/Intersession #’s 1, 2, 4, and 6 (pg. 18)
Updated Request for Digitizing (pg. 19)
Updated Test Labels (pg. 19)
Updated Pupil Services and Attendance Address (pg. 20)
Updated Dependency Court Information (pg. 21)
Updated All Attachments