



Most Frequently Asked Questions for Cumulative Records for Elementary Schools

Q. For whom do I create a cumulative record?

A. For every student new to LAUSD.

Q. Should requests for cum records be in writing?

A. Yes, you should never release a record without a written request. For schools outside of LAUSD the request must be on their letterhead with a name and phone number.

Q. If parents request copies of the cum, are they allowed to have them?

A. Yes, notify the administrator of the request and you have five days to comply with the request.

Q. Who is responsible for affixing the test labels to the test label card?

A. Clerical staff is responsible for affixing the labels on the test label cards.

Q. Who is responsible for opening the cum on section 8?

A. Clerical staff is responsible and it must be done every year.

Q. Can ditto or quotation marks be used to open the cum on the following years when the address, phone number and school information is the same?

A. No, the information needs to be written and updated every year. No dittoes or quotation marks are allowed.

Q. Do charter schools receive the original cumulative record?

A. Yes, with the exception of the **Start Up Independent Charter School** (which receives only copies.)

Q. I received a request for a cum that I cannot locate, what do I do?

A. You need to notify the school that you are not able to locate the record and you need to recreate the cum utilizing the registration card, emergency card and SIS System.

