



# **Cumulative Record Handbook For Secondary Schools**

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**Division of Instruction  
ITD-MiSiS  
Office of Data and Accountability  
Student Records and Data Management  
Workforce Management  
April 2017  
Revision 6.0**



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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## FOREWORD

The cumulative record is a vital pupil record and legal document that is to be maintained in perpetuity as mandated by the California Education Code. It serves as an introduction to the student's next teacher, counselor, or administrator. Reliable information accurately recorded will improve communication about the student from teacher to teacher and school to school. This publication provides instructions for counseling office procedures and responsibilities as they pertain to the maintenance and transfer of student records.

The cumulative record is important to the educational development of each student. Cumulative records are maintained continuously and students use transcripts of records extensively to meet job requirements and entrance requirements to post-secondary institutions. Therefore, it is essential that information recorded on the cumulative record be accurate, current, complete, and legible. Furthermore, it is the school's responsibility to see that information on the cumulative record is kept confidential, secure, and readily available.

In this handbook, cumulative record (card) refers to the traditional paper "cum." Electronic cumulative record refers to the various student records functionalities in MiSiS. A transcript is a copy of the cumulative record, whether paper or electronic, which includes enrollment, completed courses, awards and some testing information.

Suggestions for improving future publications of this handbook should be sent to the Division of Instruction or the Office of Data and Accountability.

## INTRODUCTION

This handbook provides revised directions for the initiation and maintenance of the secondary cumulative record. The *Cumulative Record Handbook for Secondary Schools* reflects and summarizes those changes that have evolved since the last revision in 2012.

A review of current policies and practices was conducted in order that this handbook may serve as a responsive, available resource for secondary school personnel who have pupil records responsibilities. It is recommended that this resource be duplicated and shared with school clerical staff, counselors, administrators and other school site staff.

This report, *The Cumulative Record Handbook for Secondary Schools*, was originally written as a handbook in preparing the cumulative record card, often called the paper cumulative record. The concept used in maintaining a paper cumulative record and an electronic cumulative record is the same. The process will obviously be different. However, it is the school's responsibility to be up to date on the process for both the paper and electronic records.

Both the electronic record and the paper record must continue to be maintained until the district has developed a process to phase out the paper documents. Both middle schools and high schools must maintain both the electronic records and the paper records of the students.

Current District Bulletins pertaining to the processing of student information are a vital part of this publication and should be included in the Chapters as indicated. See the District Bulletin Locator (Appendix B) for the placement of bulletins. The format of this handbook will allow it to be placed in a loose-leaf binder or saved electronically. District Bulletins are updated regularly. If there is a discrepancy between what is in this booklet and what is in a District Bulletin, the District Bulletin is to be followed.

A display of the cumulative record can be found in the Appendix. Instructions for each section of the cumulative record card are referenced to the appropriate section of the handbook.



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## CHAPTER 100 - INTRODUCTION TO COUNSELING OFFICE RESPONSIBILITIES

### 101. LEGAL REQUIREMENTS

“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, Sec. 431 (b)) In LAUSD secondary schools, this person is usually the Assistant Principal, Secondary Counseling Services (APSCS) or a certificated designee.

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

All schools including Affiliated Charter, Independent Charter and Public School Choice Schools, are responsible for maintaining accurate and complete cumulative records. BUL-6118.0.

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

Upon any school closure, cumulative records must be returned to LAUSD – Local District Office (BUL-5528.0) and must fully comply with elementary or secondary handbooks.

### 102. CLASSIFICATION OF RECORDS

California Code of Regulations, Title 5, Section 432 lists three types of records: Mandatory Permanent Pupil Records, Mandatory Interim Records, and Permitted Records.

#### A. 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, regulation, or authorized administrative directive.” (CCR, Section 432)  
“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. A copy of the permanent pupil record thereof shall be forwarded by the sending district upon request of the public or private school in which the student has enrolled or intends to enroll.” (CCR, Section 432)

These records are usually compiled in the elementary and secondary cumulative record (the cum). They are also compiled in the various Student Information Systems (MiSiS, Legacy SIS and Welligent). If all the required information is not included on the cumulative record, then other records containing the mandatory permanent information must be maintained with the cumulative record and stored at the school until digitized or otherwise permanently stored. The procedures in this handbook provide a uniform documentation system for maintaining and releasing information contained in this important student document.

Such records must include the following:

1. Legal name of pupil
2. Date of birth
3. Method of verification of birth
4. Sex of pupil
5. Place of birth
6. Name and address of parent (or guardian) of minor pupil
  - a) Address of minor pupil if different than above
  - b) 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 MiSiS.)
7. Entering and leaving date for each school year and for any summer session/intersession or other extra session
8. Subjects taken during each year, semester, summer session/intersession, or quarter session



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9. If marks or credit are given, the mark or number of credits toward graduation.
10. Verification of or exemption from required immunization
11. Date of high school graduation or equivalent, e.g. California High School Proficiency Exam
12. Related Master Plan student documents. Refer to BUL-3448.2

### B. Mandatory Interim Pupil Records

Records which schools are required to compile and maintain for stipulated periods of time, which can then be destroyed.

Such records include:

1. 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 or the eligible pupil, or a dependent adult pupil, or an adult pupil, or the custodian of records.
2. Health information, including Child Health Developmental Disabilities Prevention Program verification or waiver.
3. Participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge (IEP) which are to be saved for 5 years (see Special Education Policy and Procedures Manual, Appendix A Guidelines for the IEP Team – Access to Maintenance of Student Records).
4. Progress reports and or/notices.
5. Parental restrictions regarding access to directory information or related stipulations.
6. Parent or adult student rejoinders to challenged records and to disciplinary action.
7. Parental authorizations or prohibitions of student participations in specific programs.
8. Results of standardized tests administered within the preceding three years.
9. Notification to School of Child's/Minor's Placement Status (DCFS form #1399).

### C. Permitted Records

Pupil records which districts may maintain for appropriate educational purposes, which have clear importance only to the current educational process of the student, and should be destroyed when the student is no longer enrolled.

Such records may include:

1. Objective counselor and/or teacher ratings e.g. SSPT Student Support and Progress Team (SSPT) Documents
2. Standardized test results older than three years
3. Routine discipline data
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Attendance records not covered in the California Code of Regulations, Title 5, Section 400.

## 103. CUMULATIVE RECORD RESPONSIBILITIES

The goal of LAUSD is to make the electronic cumulative record from various student information systems (MiSiS, Legacy SIS and Welligent) the student's permanent legal academic record. Additional information currently kept on the cumulative record card will be kept electronically in MiSiS. Until that time, the student's cumulative record card is the permanent legal document that must be kept current, available, confidential and secure and the electronic record must contain the same information. The primary clerical responsibility in the counseling office is the maintenance of the students' cumulative records, both paper and electronic. All information on the cumulative record card must be accurately recorded, by typing information, writing in black ink or using computer labels. All information in the electronic record, including Transcript Details, must also be kept up to date.



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### 104. GENERAL COUNSELING OFFICE RESPONSIBILITIES

The counseling office is one of the most important and busiest offices on campus. The school office clerical staff, under the direction of the Assistant Principal, Secondary Counseling Services (APSCS) or certificated designee is responsible for the organization and management of the office.

The school office clerical staff is responsible for the following:

#### A. Receptionist

1. Provide professional customer service.
2. Meet parents in a cordial manner.
3. Answer the telephone and refer calls to the proper persons.
4. Ensure counselors receive all telephone correspondence.
5. Answer general questions when possible or refer to the proper persons for answers.

#### B. General Office Functions

1. Process computer labels for the cumulative record.
2. Process requests for transferring students.
3. Prepare materials/bulletins for the opening and closing of semesters/mesters.
4. Prepare and enter grades in MiSiS for substitutes. Assist in other Mark Reporting activities.
5. Provide transcripts of current students as requested in a timely manner (within 5 business days of receipt of the request), except senior final college transcripts. Students must receive 2 official and signed copies of final transcripts free of charge at the time of graduation.
6. Duplicate, distribute and file bulletins and office forms.
7. Supervise other classified employees assigned to the office.
8. Collect and compile data.
9. Organize and distribute incoming and outgoing mail for the office.
10. Assist in monitoring students waiting to see counselors.
11. Create complete cumulative record for students new to LAUSD.

#### B. Manage Supplies

1. Prepare inventories and order general office supplies.
2. Organize and maintain supplies in an orderly manner.

### 105. OFFICE REFERENCES

A file of reference material should be gathered to help the school office clerical staff fulfill the responsibilities in the counseling office. Suggestions for the file include the following items:

1. Cumulative Record Handbook for Secondary Schools
2. Master Schedule and Faculty List Reports -> Master scheduling -> Pre-Post Commit -> Class Enrollment Report)
3. Frequently used telephone numbers
4. Bell schedules
5. Counselors' schedules
6. Itinerant staff schedules
7. School bulletins
8. Current District bulletins, reference guides and memoranda pertaining to the counseling office
9. Supply inventory and requisitions
10. Information on care and maintenance of office equipment





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### 106. STUDENT SERVICE WORKERS – 8<sup>th</sup> Grade and 12<sup>th</sup> Grade on track students only

The school office clerical staff has the responsibility for training and monitoring student service workers under the supervision of the certificated staff member. Students must **not** have access to any confidential student records, including but not limited to cumulative records or electronic records.

#### A. Typical duties of student service workers include:

1. Alphabetizing documents
2. Sorting and stamping forms
3. Filing general documents other than cumulative records
4. Delivering office summons
5. Running errands
6. Answering telephones
7. Providing assistance at the counter
8. Bring reading and homework for free work periods

#### B. It is important that the service class be planned and conducted to assure that students achieve valid educational objectives. The following guidelines are recommended:

1. A student should be limited to one semester of service course (460111 for Middle School and 460113 High School). Refer to REF-5886.1, “Student Enrollment in Service Courses”, 8-16-16
2. No student should be assigned without prior approval of the teacher or office staff and the student’s counselor.
3. A service class should develop a list of appropriate duties for students enrolled.

#### C. Students are to be given specific information concerning their role and conduct in the office. See Appendix D for a suggested list of instructions.

## CHAPTER 200 - INITIATING A NEW CUMULATIVE RECORD

### 201. PAPER VS. ELECTRONIC CUMULATIVE RECORD

**The student’s cumulative record card is the permanent legal document** that must be kept current, available, confidential and secure and the electronic transcript must contain the same information. As Los Angeles Unified School District moves from the paper to an electronic cumulative record, schools must continue to maintain the paper cumulative record card while learning to make an electronic cumulative record match the cumulative record card.

The primary clerical responsibility in the counseling 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.

The MiSiS School Front Office Procedures Class (MNA180-S) is a mandatory class for SAA’s and Office Managers. The Organizational Excellence Classified Training Branch (OE) offers school based office policies and procedures training as well. Both classes are available through the Learning Zone.

#### A. Lost/Misplaced Cumulative Record

Replication of a lost cum should take place at the school where the cum was lost. As much as possible use information from school records including the Registration Card, Enrollment Forms, the Emergency Card and MiSiS screens and programs. See Appendix M for additional suggestions. On the front page of the cum, write or type in black ink the following: “**Original cumulative record card lost**” or “**Duplicate**”



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### 202. GENERAL INFORMATION

Guidelines for recording on the cumulative record card are listed below.

#### A. Cumulative Record Card (Form 34-H-103) (Rev. 8/88) See Appendix A

When a student first enrolls in any District school, a cumulative record card is started. This includes an elementary cumulative record card or a secondary cumulative record card. The initial information to be recorded is obtained from enrollment forms used at each school. Data is continually entered on the cumulative record card as appropriate. All recording is done under the supervision of the Assistant Principal, Secondary Counseling Service (APSCS)/Administrative Designee.

1. Recording constitutes a major responsibility of the school office clerical staff in the counseling office. It is exceedingly important that such recording be legible, accurate and current.
2. Recording on the cumulative record card must be done in black ink, typewritten using a black ribbon, or use of computerized labels.
3. Computerized labels when used on Section 1 of the pupil's cumulative card must contain the complete pupil 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. It is better to type the information.

#### B. Cumulative Record Card Envelope

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

#### C. Index File Card (Use a 3 x 5 or 4 x 6 index card)

An index file 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:

1. The name of the student
2. Birth date
3. State Student Identifier (SSID)
4. Date enrolled
5. Name of prior school
6. Date of leaving or date of graduation
7. Where they left to
8. When the student's records were sent
9. The school cum (District ID) number.
10. Date Records were requested.

The process for permanently storing student cumulative record cards has changed so a microfilm number is no longer needed. The student's District ID will be the permanent student number used.



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Below is a sample File Card.

**FRONT**

<p>1. Student Name (Last, first)</p> <p>2. Date of Birth</p> <p>4. Entered on: (date of entry)</p> <p>10. Date Records Requested:</p> <p>6. Left on: (date of leaving)</p> <p>8. Transcripts sent: If the student returns to your site, use the following: 2<sup>nd</sup> E date: 2<sup>nd</sup> L date:</p>	<p style="text-align: center;">_____ School</p> <p>9. District ID</p> <p>3. SSID number</p> <p>5. From: (name of prior school)</p> <p>7. To: ("Graduated" or location)</p> <p>To: 2<sup>nd</sup> From: 2<sup>nd</sup> To:</p>
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**BACK**

Records/Transcripts Sent To:	Date Sent

203. IDENTIFICATION DATA (CUM, SECTION 1) See Appendix A

A. Name

Guidelines for recording names on the cumulative record card may be found in BUL-5703.2, "Names and/or Gender or Pupils for Purposes of School Records," 7-17-2014.

Record legibly the student's last, first, and middle names on the top line. Use a typewriter or print using black ink. Also, record the student's name on the reverse side of the card, directly above Sec. 8, "Information Concerning Home,"



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1. If a student's nickname is used, record it in quotation marks following the first name.
2. Record 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.
3. If a discrepancy occurs between the elementary and secondary cum records with a student's name and/or date of birth, request a birth certificate to verify information.
4. Change a student's name on school records only under the following conditions:
  - a. When the name of a child has been changed by court proceedings and evidence has been submitted to the school.
  - b. When an "Affidavit for Change of Name of Minor" (Form 51.72) 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-5703.2.
  - c. When a student marries and wishes to use his/her married name, he/she must produce a marriage license as proof.

In MiSiS, this information is found on the Student Profile Screen.

5. To change the student name in MiSiS, from the Student profile screen navigate to the Census tab -> Identifying Information -> change/correct the legal name -> then select the appropriate name to use from the drop down in "Use in Roster" then click Save.

### B. Sex

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

In MiSiS this information is found on the Student Profile page.

### C. Date of Birth

Use numbers with a dash between them for month, date, and year. Be sure that the dates are accurate and legible. Be aware when copying from foreign transcripts that some countries list date then month.

For non-citizen students who have entered this country with refugee status who have no means of birth date verification, see REF-6554.1, 2016-17 Opening Day Procedures: Supplemental Guide and Updates (Page 5 and Attachment F in the document)

In MiSiS this information is found on the Student Profile page.

### D. Place of Birth

Record both city and state. If the student is foreign born, enter the city and country of birth.

In MiSiS this information is found on the Student Profile page.

### E. How Verified

Indicate how the date and place of birth were verified.

1. Record "Elem. Cum." for a student entering from a District elementary school. Verification is the responsibility of the elementary school when the student enters transitional kindergarten, kindergarten or the first grade.



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2. Upon receipt of a proper and verified school record, state the type of verification for a student entering from outside the District. This entry might be “Transcript”, “Health Record” or the name of some other school document. Hand carried school documents should not be used to verify the date of birth.
3. Enter the name of an acceptable document for the pupil who enters from outside the District and 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](#) (Form 51.72).

In MiSiS this information is found on the Student Profile page.

### F. Prior School

Record the name and indicate the level of the school from which the student came; e.g. Tweedy ES., South Gate, CA.; Muir J.H., San Jose, CA.; Grand High, Portland, OR. Do not assume the school is in Los Angeles. Fill in both city and state. See Appendix C.

Previous LAUSD enrollments can be view on the Student Profile page ->Enrollment -> Enrollment History. Previous enrollment outside of LAUSD cannot be viewed in MiSiS. Please refer to the enrollment packet.

### G. Photographs

Attach a photograph, one for Middle School and one for Senior High, in the space provided, beginning at the left.

1. If necessary, use rubber cement or glue. Do not staple as photographs tend to tear off and staples interfere with filing, photocopying, and digitizing.
2. Record beneath the photograph the grade level when taken.

In MiSiS, this information can be found on the Student Profile page.

### H. Student’s District ID number - Upper right hand corner (Microfilm Section)

The student’s District ID number may be used to retrieve the student’s record once it has been digitized. The process for permanently storing student cumulative record cards changed so the number generated by a numbering machine is no longer needed. The student’s District ID will be the permanent student number used.

1. The District ID is assigned to the student upon the first enrollment in a district school.
  - a. Accurately write the District ID number on the upper right hand corner of the cumulative record card, the cumulative record envelope, the index file card, and, if applicable, the numeric log book once the student’s record become inactive. (See 301-D, E)

In MiSiS, this information can be found on the Student Profile page.

### I. Statewide Student Identifier – Upper right hand corner (Directly under the Microfilm number)

This is essential to track students as they move from school to school within the state. The state assigns the random SSID number. Either **Hand write** “SSID #” followed by the 10 digit SSID number directly under the Microfilm number (See Page 50).

The SSID number can be found in MiSiS on the Student Profile page.



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## 204. INFORMATION CONCERNING HOME (CUM, SECTION 8)

### A. Name

1. Record the first and last names of the student's father and mother.
2. Record the first and last name of a stepfather or stepmother.
3. Record the name of the legal guardian if other than the student's parents.
4. Record the name of the person with whom the student is living if other than parent(s) or legal guardian. Indicate relationship, e.g., "Married Sister."

In MiSiS, this information is found on the Student Profile page -> Enrollment tab -> Parent/Guardian Information.

### B. Separated (Sep.)

Use this column to indicate the marital status of the parents.

1. Check "Sep." if the parents are not living together but are not divorced.
2. Write "Div." in the "Sep." column if the parents are divorced.
3. Make a check in the column "Dead" opposite the name if one of the persons listed is deceased.

### C. Occupation of Parent or Guardian (No longer required to complete)

## 205. ADDRESSES (CUM, SECTION 9)

### A. Date

Record the date each entry is made.

### B. Home Address and Phone

Home address and phone number of student must be current. Use Section 13, Significant Information, to enter additional addresses and phone number changes when more space is needed for this entry.

1. If there is no telephone in the home write "None."
2. If there is no telephone but the parent can be reached through another phone, indicate this clearly, e.g., "mother's cell phone."

In MiSiS, this information is found in on the Student Profile page -> Enrollment tab -> Parent/Guardia Information and/or Additional Contacts.

### C. Business Address and Phone

Date and list the business address and phone number opposite the occupation recorded in Section 8.

In MiSiS, this information is found in on the Student Profile page -> Enrollment tab -> Parent/Guardian Information and/or Additional Contacts.

## 206. HOME BACKGROUND (CUM, SECTION 10)

### A. Date

Record the date each entry is made.



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### B. Siblings - Older / Siblings - Younger

List the names of brothers and sisters in order of descending age as listed on the enrollment form 9661214321 (rev.6/10).

1. Record surnames of brothers and sisters if different from that of the student.
2. Indicate twin when appropriate.

In MiSiS, this information is entered and viewed on the Student Profile page -> Enrollment tab -> Other Family Members

### 207. HEALTH CARD AND CALIFORNIA SCHOOL IMMUNIZATION RECORD

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

In MiSiS, this information can be viewed on the Student Profile Page, Miscellaneous tab.

### 208. BASIC STUDENT IDENTIFICATION DATA IN MISIS

MiSiS 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.

## CHAPTER 300 - ORGANIZATION, MAINTENANCE, AND TRANSFER OF PUPIL RECORDS

### 301. FILING SYSTEMS FOR RECORDS

A well-organized filing system is essential to the efficient operation of a counseling office. The number and type of files maintained within counseling offices vary from school to school. Refer to the Student Records Review Check List in Appendix I.

#### A. Active File

An "Active 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.

1. When a cumulative record is temporarily removed from the file, an "out" card must be filed in its place indicating the person who removed the cumulative record, the name of the student and the date it was taken out.
2. Students enrolled in a nonpublic school, who reside in your attendance area and are receiving services from your school, should have what is called a "dummy cum" maintained in the "active file."

#### B. New Student Record File

A "New Student Record File" is provided for students whose cumulative records or transcripts have been requested but not yet received. The index file card may be used for monitoring records requested and received. The date and school to which the request for records is mailed is noted on the index card. A cumulative record envelope may be prepared and filed in this temporary file as needed. If the records do not arrive within a reasonable time, a second request is sent.

#### C. Check-Out File

A "Check-Out File" is for students who are withdrawing from your school. Whenever a clearance form is circulated, the student's cumulative record is removed from the "Active File" and placed in the "Check-Out File." A student's record may be kept in this temporary file until a request has been received. During the time the cumulative records are kept in the "Check-Out File," the following should be done:



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1. Supplementary data summarized and recorded
2. Student Health Card collected from Health Office
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
  - b. Green – IEP
  - c. Orange – Gifted
  - d. Red – Intervention/Intersession
  - e. White – 504 Plan
  - f. ELD Assessment folders (white, yellow, purple, pink, gray)
  - g. Purple – Migrant Education
4. The SSID# can be hand-written on the face of the Cum record. (See Section 203-I page 12 or Appendix A page. 51).

### D. Inactive File (Check-Out File)

An "Inactive File" is for students who are no longer enrolled and the check-out process is complete. The file contains all of 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-district schools; who have dropped out of school (including students who are unaccounted for); who have been exempted; or who have graduated.

1. Mandatory interim records must be retained in accordance with district policies. Examples are:
  - a. Results of Psychological Studies
  - b. Follow-Up History
  - c. Report from a Guidance Clinic
  - d. Case Conference Report
  - e. Probation Report
  - f. Social Case History
  - g. Military Information
  - h. Copies of Letters of Recommendation
  - i. Home Language Survey
  - j. Competency Based Testing Diagnostic Sheets
  - k. All Test Label Cards
  - l. Notification to School of Child's/Minor's Placement Status (DCFS form #1399).
2. If the following materials are recorded they can be destroyed with the authorization of the APSCS/Designee. Local school policy may require that the following items be retained for a limited time
  - a. Complimentary or unsatisfactory notices
  - b. Report cards
  - c. Supplemental material including reports from welfare and attendance workers, student personnel information, correspondence, tests, and inventories

### E. Index File (or cross-reference file for student records) – **remains permanently at the school.** Also see sections 202-C and 203-H-1-a.

A "3 x 5" or "4 x 6" index card is used for this file. The cards are filed alphabetically and will become part of the permanent master file of all students who have ever enrolled in the school. (See sample in section 202-C on page 9.) The District ID is written on the card for each student at the time of enrollment. This number is written on the index card, the cumulative record envelope, and the cumulative record card and, if applicable, the numeric log book. Records are then filed alphabetically.

Schools may also keep a numeric logbook containing students' names with the appropriate District ID number.





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### 302. PROCESSING ENROLLMENT OF INCOMING STUDENTS

The school office clerical staff is responsible for obtaining student records from former schools. This responsibility involves requesting records, checking regularly to determine if records have been received, and repeating the requests as frequently as necessary. Once received, each cum must be checked for completeness. Appendix J may assist you.

#### A. Transfer of the Cumulative Record from the Elementary School to the Middle School

1. Middle schools send a computerized list of students **enrolled** (actually attending) to the feeder elementary schools within 10 days of the beginning new school year. For students who enroll after the list has been sent, the records shall be requested on the first day of the student's enrollment.
2. Arrangements are made between the middle school and elementary school for the transfer of the cumulative records, health cards, physical fitness cards and other required documents.
3. Elementary schools note on the computerized list and the registration card the date and name of the school where the records were sent. These lists or registration cards are to be kept in perpetuity.
4. Once the middle school has requested and received a student's cumulative record it becomes the middle 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 students, the records **are** to be returned to the elementary school. See Appendix J for a check-off sheet of items which should have been received from the prior school.
5. Pupil records are also transferred electronically in MiSiS according to the next year enrollment processes. Each February elementary schools verify data of culminating students. Beginning in March/April, MiSiS will create a next year enrollment at the middle school to which the student will matriculate. MiSiS processes information in two phases. The first phase will preposition a next year enrollment for each student continuing in grade 6-11. The second phase will preposition a next year enrollment for students, using files received from a variety of offices for enrollment in programs such as Magnet, PWT and Zones of Choice. Schools with students who live in optional attendance areas must contact parents to have parent select a school of attendance. A transfer record must be entered in MiSiS on the transfer screen which can be found on the Student Profile Page -> Miscellaneous -> Transfers. See REF-6646.2 Next Year Enrollment for All Students, March 3, 2017.

#### B. Transfer of the Cumulative Record from the Middle School to the Senior High School

1. Senior high schools send a computerized list of students **enrolled** (actually attending) to the feeder middle schools within 10 days of the beginning of the new school year. For students who enroll after the list has been sent, the records shall be requested on the first day of the student's enrollment.
2. Arrangements are made between the senior high school and middle school for the transfer of the cumulative records, health cards, physical fitness cards and other required documents.
3. Middle schools note on the computerized list and index card the date and name of the school where the records were sent. These lists and index cards are to be kept in perpetuity.
4. Once the senior high school has requested and received a student's cumulative record it becomes the high school's responsibility to maintain the record. Records should only be requested for enrolled students. If a middle school should inadvertently send records for no-show students, the cumulative records **are** to be returned to the middle school. See Appendix J for a check-off sheet of items which should have been received from the prior school.
5. Pupil records are also transferred electronically in MiSiS according to the next year enrollment processes. Each February middle schools verify data of culminating students. Beginning in March/April, MiSiS will create a next year enrollment at the middle school to which the student will matriculate. MiSiS processes information in two phases. The first phase will preposition a next year enrollment for each student continuing in grade 6-11. The second phase will preposition a next year enrollment for students, using files received from a variety of offices for enrollment in programs such as Magnet, PWT and Zones of Choice. Schools with students who live in optional



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attendance areas must contact parent/guardian to have parent/guardian select a school of attendance. A transfer record must be entered in MiSiS on the transfer screen which can be found on the Student Profile Page -> Miscellaneous -> Transfers. See REF-6646.2 Next Year Enrollment for All Students, March 3, 2017.

### C. Student Transfers within the District from other than a feeder school

1. Request a student's records from the former school upon enrollment. Some schools ask the student to complete the "Request for Student Record" (Form 34-EH-28) as part of the registration procedure. Requests are to be in written form, not by telephone. The student or parent/guardian never transports cumulative records.
2. Send the "Request for Student Records" form to the former school of the student who enters a middle or senior high school late in the semester. The former school forwards the cumulative record, the health card, the applicable program folders (section 301-C-3) and the contents of the cumulative record envelope that are important to the educational program of the student.

### D. Students New to the District

1. Send a "Request for Student Records" (Form 34-EH-28) to the former school.
2. If the student is entering from a California public school outside of Los Angeles, the former school forwards either the original cumulative record, a copy of the cum record or a transcript. When the student's transcript is received, a District cumulative record is initiated and appropriate data are recorded thereon.
3. 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.
4. Whenever a student, who has at any time previously been enrolled in any Los Angeles Unified School, enrolls from outside the Los Angeles school system, the MiSiS Enrollment History screen should be accessed to verify prior enrollments. It is necessary to obtain the **first** District elementary and/or secondary cumulative record card and health card in order to have a complete record.
5. The Transcript program in MiSiS, found on the Student profile page -> Academics -> Transcripts -> Transcript Detail allows school to create an electronic copy of all the courses a student has taken. An Administrator at each school will designate which staff members have access to this program. This is the process that parallels initiating a new cum. See Chapter 200. Care must be taken in interpreting credits and marks. See Chapter 400.

### E. Students from Other Countries

Obtain the same general information about former schools for students from other countries. Be sure to have the school address written clearly with all necessary postal information.

The procedure for creating an electronic record for students from other countries is comparable to students new to the District (See D-5 above)

## 303. STUDENT SCHEDULES

To find a student's class location by period, go to MiSiS, use the Student Profile page ->Academics->Schedule. To print multiple student schedules, use Reports->Master Scheduling->Post Commit->Student Schedule Summary Report. Programs are updated as changes are made.

## 304. PROCESSING STUDENT CHECK-OUTS (CUM, SECTION 2 AND 5)

The Student Clearance Report for outgoing students must be printed prior to withdrawing the student. This report can be found in Reports->Enrollment->Student Clearance Report. It is circulated by the attendance office and then sent to the counseling office when completed.



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### School office clerical staff responsibilities:

Pull the cumulative record envelope, cumulative record card, health card, index card and all appropriate folders listed below. (Also see 301-C-3)

- A. Record the following data on the cumulative record card when the student is checking out in sections 2 or 5:
  1. The "date of leaving" must be entered using a date stamp or writing the numbers with dashes between them using black ink.
  2. Write the name of the "left to" school or other location, if known.
  3. Post the marks from the Student Clearance Report at "time of leaving" in pencil. Be sure to write on the cumulative record "Leaving Marks Only" in pencil.
  4. Ensure the District ID is posted on the Index File card. (See 301-E)
  5. Ensure the District ID is posted on the front of the cum as described in Section 203.
- B. Process the cumulative record card and update all sections before the card is filed, forwarded, photocopied, or digitized.
  1. Place the cumulative record, health card and envelope in the "check-out file" or the "inactive file" until requested. Make a note on the cumulative record envelope and index file card of the date of check out and the new school name.
  2. 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.
  3. When a private or public school, agency, or authorized person outside LAUSD requests a transcript, in Section 4 enter the date and the name of the school or agency/person to which the transcript is forwarded. See section 509-A.
- C. Record the date and name of the school to which records are forwarded on the index file card and cum envelope. In MiSiS, this information is entered on the Student Profile Page->Academics->Records Request, enter the required information. If available enter the remainder of the information on the screen. To enter information from the Parent Assurance Letter in MiSiS, go to the Student Profile Page ->Withdrawal History->Parent Assurance Letter. Enter the required information. File the letter in the student's cum.
- D. The following folders are normally kept with the cumulative record and are to be sent to another LAUSD school when records are requested:
  1. Blue – Master Plan Folder
  2. Green – IEP
  3. Orange – Gifted
  4. Red – Intervention/Intersession
  5. White – 504 Plan
  6. ELD Assessment folders (white, yellow, purple, pink, gray)
  7. Purple – Migrant Education
- E. Notify the attendance office when a request for records is received for a student who has not been officially checked-out.
- F. In MiSiS, print the Student Clearance Report and process the Student Transfer Form (PAR) for a student checking out before the end of the semester. Marks must be hand written if the student is not going to return. The student carries the Student Clearance Report, if available, to the next LAUSD school.
- G. Students matriculating from an LAUSD elementary school to an LAUSD middle school or from an LAUSD middle school to an LAUSD senior high schools **do not** need a Student Transfer Form (PAR). Data is provided for matriculating students via the Next Year Enrollment process in MiSiS.

Also, students who have been selected for the Magnet, PWT or PSC programs **do not** need a Student Transfer Form (PAR). They have followed District policies and procedures and are entitled to enroll in the new receiving school. Student data is provided for these students electronically.



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### 305. CURRENT PUPIL RECORDS TO BE TRANSFERRED OUT OF THE DISTRICT

A. Mandatory Permanent Pupil Records (original cum is maintained in 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 from the other district or private school. The sending district must also retain the original permanently. (CCR, Title 5, Sec. 438).

B. 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 (see Section 102-B) will be forwarded. If transfer is out of the state or to a private school, the interim records may be transferred. (CCR, Title 5, Sec. 438).

C. Permitted Records

Permitted student records may be forwarded, if information is beneficial to the student's educational program.

D. Schools requesting records notify parents of right to receive a copy and right to challenge content of the record.

E. All student records shall be updated prior to transfer.

F. In MiSiS, print the Student Clearance Report and process the Student Transfer Form (PAR) for a student checking out before the end of the semester. Marks must be hand written if the student is not going to return. The student carries a copy of the Student Clearance Report, if available. An unofficial transcript may be printed using the transcript report in MiSiS->Student Profile page->Reports->Transcript. When the receiving school requests 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. See section 509-A.

### 306. PROCEDURE FOR TRANSFER OF RECORDS

A. Transcript Copies for Other Districts 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 cumulative record before copying. In MiSiS, this information is entered on the Student Profile Page->Academics->Records Request. Enter the required information. If available enter the remainder of the information on the screen.

B. 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. In MiSiS, this information is entered on the Student Profile Page->Academics->Records Request. Enter the required information. If available enter the remainder of the information on the screen.

C. Transcripts to Charter Schools

The question to be asked is, "Will the school maintain the LAUSD cumulative record according to District guidelines?" Further information regarding types of charter schools may be found online at: LAUSD.net -> Schools -> Charter Schools Directory.



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1. Any affiliated charter, conversion charter or a school approved 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.
2. An independent start up 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 (transcript), the current IEP which can be printed from Welligent and sent along with the copied cum record, and a copy of the test label card inserts. The original cum and green folder will remain with the District. In MiSiS, this information is entered on the Student Profile Page->Academics->Records Request. Enter the required information. If available enter the remainder of the information on the screen.

### D. Transcript/Diploma Procedures for Non Public Schools (NPS)

1. When a student is transferred to a Nonpublic School, a transcript of the cumulative record is forwarded upon written request. The original cumulative record remains in the regular LAUSD school. In MiSiS, this information is entered on the Student Profile Page->Academics->Records Request. Enter the required information. If available enter the remainder of the information on the screen. The NPS may also request LAUSD transcripts from the Secondary Counselor with Psychological Services.
2. The NPS will submit a form titled *NPS Student Transcript* for review prior to each IEP meeting to Secondary Counselor with Psychological Services.
3. The NPS is responsible for sending cumulative transcripts to the Secondary Counselor with Psychological Services in order to maintain accurate records of student's academic coursework towards a diploma or a certificate of completion. The Secondary Counselor is responsible for uploading such NPS transcripts to the student's Welligent account.
4. During the senior year at least six months prior to a student's graduation, the NPS is to submit to the Secondary Counselor with Psychological Services, two forms: the *NPS Student Transcript* and the *Request for Verification of Graduation Status of Nonpublic School Students*.
5. The Secondary Counselor with Psychological Services is responsible for evaluating the student's transcript to verify the student's eligibility for issuance of a high school diploma or certification of completion.
  - a. If the student is attending both an LAUSD school and an NPS, the LAUSD school will be responsible for issuing the high school diploma or certificate of completion.
  - b. If the student is attending an NPS only the Secondary Counselor with Psychological Services will maintain the required verification for graduation documents, issue the diploma or certificate of completion and upload all document to the student's Welligent account.

### E. Exceptions

Exceptions to these routine procedures for transferring records may occur.

1. When a student is transferred to an adjustment center high school following Board action, the receiving school will maintain a temporary record for the student. The original cum record remains at the referring school until the student returns.
2. When a student is transferred to an adult school, skill center or ROC center, a transcript of the cumulative record is forwarded upon written request. The original cumulative record remains in the regular day school.
3. When a student is attending a juvenile hall school or any school, institution, home, or camp maintained by the County of Los Angeles or the State of California, a transcript is sent upon request. The original cumulative record remains at the school.

In MiSiS, this information is entered on the Student Profile Page->Academics->Records Request. Enter the required information. If available enter the remainder of the information on the screen.



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### 307. PROCEDURE FOR REQUESTS FOR VERIFICATION OF GRADUATION OR STUDENT RECORDS OF FORMER STUDENTS

1. For Verification of Graduation: **All** graduation verification must be referred to the Student Records Center website (<http://achieve.lausd.net/transcripts#spn-content>) or 323-224-5950.

Once the student receives their graduation status, if there is a discrepancy, the Student Records Center will refer the student to the school. The Assistant Principal, SCS, or administrative designee must evaluate the former student's records to verify graduation status. See Appendices F – H. A letter, signed by the principal, on school letter head, should be produced and include the following information:

- Official student name at date of leaving
- Student date of birth
- Graduation requirement year
- Graduation status

The letter and any additional documentation should be provided to the student. A copy of the letter and the additional documentation, along with current student contact information, must be forwarded to the Student Records Center.

2. When a former student requests records, the school must determine if the records remain at the school. If the former student's records remain at the school, and the request is for a student transcript, produce an official transcript from SSIS for leavers prior to 2014 and MiSiS for leavers after 2014. If the school no longer has access to SSIS of for leavers prior to 1996, an official copy of the cumulative record card must be produced.
3. If the student's records have been sent for digitizing, the student will request a copy of transcripts from the Student Records Center.

## CHAPTER 400 - INTERPRETATION OF CREDITS AND TRANSCRIPTS

### 401. INTERPRETATION OF CREDITS AND MARKS

The counselor shall accept credits and marks from public schools in California at their face value if they correspond closely to credits and marks earned for similar subjects in the Los Angeles Unified School District. The following explanations will help the counselor interpret credits and marks from public schools outside of California. If information is not clear, call the sending school for assistance.

Evaluation of credits from schools within and outside the District is addressed in BUL-6838.0, "Criteria for Granting Instructional Credit in Secondary Schools."

Guidelines for interpreting marks are addressed in BUL-1353.1, "Marking Practices and Procedures in Secondary Schools," 12-23-05.

#### A. Definition of Credit

Earning five instructional credits normally requires the equivalent of five 40 to 60 minute periods of class time a week for one semester, or 60 hours a semester. One instructional credit normally requires 12 clock hours of instruction time. A semester course that meets for one period five days a week or 60 hours provides five (5) credits when satisfactorily completed; an annual course of 120 hours provides ten (10) credits.

#### B. Awarding Course Credit

Course credit may be awarded only for courses approved by the Division of Instruction. Courses must follow the course description and meet the content standards with reasonable accommodations for students with special needs.

Guidelines for Instruction can be found on LAUSD.net. Access the webpage for the Division of Instruction->Our Departments-> K-12 Instruction then select the link to the curriculum and instructional area you are looking for.



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### C. The Carnegie Unit

One Carnegie Unit represents one full-year course and is equivalent to 10 semester credits. One-half a Carnegie Unit represents one semester’s work in a subject and is equivalent to 5 semester credits. (10 credits = 1 Carnegie Unit; 5 credits = .5 Carnegie Unit.)

### D. Conversion from Trimester System

One Carnegie Unit = 3 quarter courses = 10 semester credits (1 quarter = 3 1/3 credits). The Assistant Principal SCS/designee must carefully review the course description and California content standards covered when awarding credit to ensure the course is similar to the LAUSD course.

### E. The Passing Mark as a Base

To interpret subject marks, it is necessary to know the passing mark established and accepted by the sending school. Most transcripts provide this information. However, if it is not provided, the school office clerical staff must contact the sending school to request this information.

If the passing mark is established, the counselor may use one of the following scales as a means of interpreting the system. For example, if the school's passing mark is 65, the scale of letter equivalents for subject marks should be established as shown below with a score from 100-90 being an "A," etc. Percentage marks may be converted to letter marks by use of the following tables.

SCALES FOR EVALUATING MARKS

Lowest Passing Mark	A	B	C	D
75	100-93	92-83	82-78	77-75
70	100-91	90-80	79-73	72-70
65	100-90	89-77	76-69	68-65
60	100-88	87-74	73-64	63-60
50	100-84	83-68	67-57	56-50

### F. Credit for Health

A Health course taken in another school district for fewer than five credits may meet the District requirement if the content of the course is judged to have met the State of California course content standards. The state requires instruction in first aid, including CPR; instruction in the harmful effects of narcotics, dangerous drugs, alcohol, and tobacco; and instruction in comprehensive sexual health and HIV/AIDS/STD prevention. Pilot and Partnership schools may choose to use an alternate Health curriculum to meet the graduation requirements. In this case, course number 269948 must appear in the Transcript Details with zero (0) credits. This will fulfill the Health requirement but will not award credit.

### G. Credit for Physical Education

Sometimes a pupil transfers from a state or school which does not give credit for physical education classes taken at the school. There are no permanent exemptions awarded for LAUSD.

Physical Education course credit may be granted to meet District graduation requirements in PE as long as the course meets the LAUSD course description, addresses the content standards, covers four of the eight content areas and meets the required number of minutes of instruction (400 every ten school days).

### H. Credit for Religious Instruction

Numerical (elective) credit may be granted for courses completed at an accredited private school, parochial or otherwise, regardless of religious content. For additional information, see BUL-6838.0, “Criteria for Granting Instructional Credit in Secondary Schools.”



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### I. Credit for Courses Taken More than Once

Only certain courses designated in the course descriptions and listed in the district master course file may be repeated for credit. In certain circumstances there is a limit to the number of times a course may be repeated for credit. A list of courses which may be repeated can be printed from the MiSiS Reports menu. Reports->Master Scheduling->Pre/Post Commit->District Courses.

The Counselor should advise the student as to the why a college or university would accept a repeated course for admission purposes and how the course is calculated for the college admission GPA.

### J. Maximum Credits

Generally, a student should not be enrolled in more than six classes (equal to 30 credits) a semester. Some students are capable of participating in additional educational opportunities beyond the usual number of allotted classes. If a student requests more than six classes, the student must have the ability, educational goals, and commitment that will enable him or her to be successful in an extended program. The principal or designee must give prior approval for enrollment beyond 30 credits based on the needs and capabilities of the student and the nature of the program.

### K. Transferability of Credit

Any other school in the District to which a student transfers must accept instructional credit granted by any school in Los Angeles Unified School District at full value. However, credit may not be granted for the same course twice, unless so indicated in the course description.

A primary consideration is that the student should not be unduly penalized in transferring to a Los Angeles Unified School.

## 402. RECORDING DATA FROM THE TRANSCRIPT

- A. The data from a transcript that has been received from a student's previous accredited school must be transferred to the cumulative record.
  1. Whenever final marks have been received, record them in black ink. If the work was completed in a non-accredited school, refer to Instructions in BUL-6838.0.
  2. If the student left the previous school before completing the semester, record the marks received in pencil with the remark "in progress." Circulate the marks to the student's counselor and the current teachers to assist them in determining the student's final marks.
  3. Record other data included in the transcript which are valuable in understanding the student.
  4. The Transcript detail allows an individual to create an electronic copy of all the courses a student has taken. The Assistant Principal, Secondary Counseling Services/Administrative Designee at each school will designate which staff members have access to this screen.
  5. On the Transcript detail page, the authorized user does the following:
    - a. Identify the course taken outside LAUSD noting the closest 6-digit course number that fits the course. For specific concerns about comparable courses, check with the APSCS, the counselor, the K-12 Counseling Coordinator or the certificated designee to answer such questions. If the user is not an expert in interpreting transcripts, for International transcripts refer to BUL-1545.1, "International Student Transcripts", 9-2-15 for policy and sample forms to use when interpreting transcripts from other countries and BUL-6838.0 for policy on interpreting other types of Non-LAUSD Transcripts.





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b. In MiSiS, search for and select the student. From the Student Profile page, go to the Academic tab->Transcripts->Transcript Detail. Under the Transcript History Tab, click on Add New Transcript Grade. Select the Out of District radio button. Enter the required information.

6. Record credits from a non-accredited school in MiSiS using the variations described in 405-B.

B. Data from schools awarding credit on an annual basis are recorded as follows: Record the data from the transcript under both semesters.

1. In the left portion of the grade level column, record the date at the beginning of the school year and the titles of the subjects.
2. In the right portion of the grade level column, record the date at the end of the school year, the semester period credits, and the marks earned. Ordinarily 10 semester period credits are allowed for a two-semester subject.
3. When entering these courses in MiSiS, annual courses must be entered as semester courses. For example, courses that fulfill specific high school graduation requirements must be entered as semester courses using the LAUSD 6-digit course number. This will assure that each specific graduation requirement in MiSiS is properly credited. Each semester course must be entered once, even though the student was given credit for an annual course. The title of the course should come from the transcript. For example, English I would be entered as English I using 230107 and 230108, each with 5 credits and the same final mark.

C. Questions to Consider

In the evaluation of a transcript, answers to the following questions may be of assistance:

1. Is the transcript validated by signature or seal?
2. Does the transcript indicate the year in which the subject was taken?
3. Is the school accredited?

### 403. PLACEMENT OF A STUDENT FROM OUT-OF-DISTRICT

Whenever a pupil transfers from other than a Los Angeles Unified District School, the counselor should attempt to place the pupil in the appropriate grade. If the pupil has a report card or other official document, placement apparent. However, if the pupil has no credentials, questions must be asked concerning the subjects taken at the time of leaving. The counselor may then assign a tentative grade placement. A student and/or parent may be asked to sign a statement regarding tentative grade placement. (See sample)

I understand that my transcript will be evaluated when it arrives. At that time my permanent grade placement will be determined and this may be higher or lower than my tentative grade placement.

Tentatively I have been placed in the first/second semester of the \_\_\_\_ grade.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Upon arrival of the transcript, an evaluation should be made of the temporary status and, if necessary, subject and/or grade adjustments should be made.



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### A. Placement of 8th and 12th Grade Students

1. When the student transfers in the eighth or twelfth grade from a school outside of the District, a careful evaluation of the transcript is necessary if the student is to culminate/graduate at the expected time. Culmination/graduation may depend on receiving credit for a particular course that may be comparable to a subject requirement of the Los Angeles Unified Schools.
2. The school office clerical staff or counselor should contact the previous school for a description of the content of a course about which there are questions so that the counselor may determine whether this course, although recorded under a different name, may meet a culmination/graduation requirement.

### B. Issuing Diplomas for Second Semester 12<sup>th</sup> Grade Transfer Students

Students must be enrolled in an LAUSD school during the final semester of the 12<sup>th</sup> grade year before receiving a LAUSD diploma. The last school of enrollment is the school that awards the diploma.

## 404. DIFFICULTY IN OBTAINING RECORDS

- A. Make repeated efforts to obtain a transcript if one is not received within a reasonable time.
- B. Urge parents to request the former school to send the transcript directly to the school.
- C. California Code of Regulations, Title 5, section 438(c) states that: **“Pupil records shall not be withheld from the requesting district because of any charges or fees owed by the pupil or his parent. This provision applies to pupils in grades K-12 in both public and private schools.”** Records may be withheld from parents and students, but not educational institutions.
- D. Use the student’s copy of his report card if a transcript cannot be obtained. Note on the cumulative record that the marks were derived from the report card and not from an official transcript. This notation may be made in Section 13 on the Cum folder. Date and initial the notation in black ink.
- E. As a last resort, draw a diagonal line through a grade level for which there are no marks. Note that a transcript from the former school was unobtainable and how the student’s grade level was determined. Date and initial the notation in black ink.

## 405. EVALUATION OF CREDITS FROM SCHOOLS OUTSIDE THE DISTRICT

Full details are found in BUL-6838.0, Section III.

The APSCS or certificated designee is responsible for interpreting and evaluating the subjects, credits, marks, test scores, and other items as they appear on the transcript and for instructing the school clerical staff as to the data that is to be recorded on the cumulative record card and the electronic transcript.

Since there is a lack of standardization in the marking systems of schools throughout the country, the Los Angeles Unified School District has developed the following criteria for evaluating and interpreting pupil records received from outside the District and credit earned under special circumstances.

### A. Credit from an Accredited School

Subject marks and credits are accepted at face value and recorded on the cumulative record and on the electronic transcript from a Western Association of Schools and Colleges (WASC), or regional accrediting association, accredited school as long as the following conditions are met:



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1. The course description is similar to the LAUSD course description,
2. The course meets the California state content standards, and
3. The course meets the minimum instructional hours as defined by Board policy and California Administrative Code regulations.

If the name of the school does not appear in the WASC Directory or if there is doubt as to the status of the school, the counselor should seek assistance from the Division of Instruction, Academic and Counseling Services.

Entering these courses in MiSiS should be done the same way courses are entered for students coming from other districts as described in 402-A-5.

### B. Credit from a Non-Accredited School

The principal shall accept and/or grant credit for courses taken in non-accredited schools as follows:

1. Approval must have been secured in advance of enrollment if credit is to be considered for attendance at part-time non-accredited schools.
2. In grades six through twelve, courses taken must be similar in content to courses offered in LAUSD schools, follow the course description as outlined in the Guidelines for Instruction and must meet the California state content standards.
3. The in-class instructional time must be equivalent to 60 hours for five credits.
4. The course syllabi must identify appropriate instructional strategies.
5. Counselors have the responsibility for reviewing transcripts and course documentation and recommending to the APSCS/designee whether credit is to be granted for courses taken in non-accredited schools.

When a student enrolls from a non-accredited school, the counselor should review with the student and parent or guardian the transcripts/specific courses taken to determine that students are appropriately placed in courses that reflect achievement in previous instruction and to insure that State and District requirements are met.

Counselors should remind students who have attended non-accredited schools to submit transcript(s) from the non-accredited schools in addition to LAUSD school transcripts when applying for admission to colleges and universities.

In grades six, seven and eight, course work, credit, and marks may be accepted at the level indicated by a transcript from an established school that maintains acceptable standards.

Generally, in grades nine through twelve, courses that are similar in content and address the same State content standards as those listed in the most recent revision of the Guidelines for Instruction will receive numerical credit only. Specific course titles and marks are not to be entered on the cumulative record or the electronic transcript. In MiSiS, use the appropriate department generic number ending in “100” to identify the course, enter “P” for pass, enter the number of credits and enter the name and city of the school. Do not use “CR” for credit. The following District course numbers are to be used:

ART	200100	MATHEMATICS	310100
BUSINESS	210100	MUSIC	320100
COMPUTER SCI	180100	PHYSICAL ED	330100
ENGLISH	230100	BIO SCIENCE	360700
PHYS SCIENCE	361300	FOREIGN LANG	250100
SOCIAL SCIENCE	370100	VIS/PERF ARTS	380100



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Marks may be accepted and recorded with the specific course title through one of the following procedures:

1. Verification of the marks earned at the previous non-accredited school by an examination prepared and administered by the local school. For example, when the student successfully passes the final at the local school for Biology AB, the course title and marks from the non-accredited school may be recorded on the cumulative record and the electronic transcript.
2. Successful completion of an advanced course in the same subject field. For example, when a student successfully completes Algebra 2AB at the home or local school, then his or her Algebra 1AB marks from the non-accredited school may be recorded.
3. An Advanced Placement course taken at a non-accredited school may be recorded along with the marks if the AP Exam was taken and passed with a score of 3, 4, or 5.

### 406. TRANSCRIPTS FROM SCHOOLS IN OTHER COUNTRIES

- A. Generally, in grades nine through twelve, courses that are similar in content and address the same State content standards as those listed in the most recent revision of the Guidelines for Instruction will receive **numerical credit only**. Specific course titles and marks are **not** to be entered on the cumulative record or the electronic transcript, unless the procedure in item "E" below is used. An evaluation of credits from an international transcript should be made before the student has become established in regular high school classes. In MiSiS, use the appropriate department generic number ending in "100" to identify the course, enter "P" for pass, enter the number of credits and enter the name and city of the school. Do not use "CR" for credit Courses with a final mark of P are not included in the GPA. For details see BUL-1545.1, section II, "Credit Based on Transcripts." The District course numbers listed in Section 405-B are to be used.
- B. Inform the student and parents/guardians that merely because LAUSD grants credit toward a high school diploma it does not assure that another school district will accept these credits, nor that an institution of higher learning will consider them as contributing to the fulfillment of its entrance requirements.
- C. In many countries, only annual courses are offered and students earn a full year's credit for the course. In such a circumstance, be sure students are awarded full credit for the course. In other words, a student from another country could either earn generic credit as stated above in Sec 406-A or, if able to pass the course final exam, could earn credit and a mark for the specific course as stated in Sec 405-B.
- D. When it is determined that because of events over which the student has no control and there is no possibility of obtaining a transcript, a reconstruction of the student's previous academic experiences will be necessary. See BUL-1545.1, section III, "Credits Based on Reconstruction of Transcripts."
- E. Marks may be accepted and recorded with the specific course title through one of the following procedures:
  1. Verification of the marks earned at the previous foreign school by an examination prepared and administered by the local school. For example, when the student successfully passes the final at the local school for Biology AB, the course title and marks from the schools outside of the country may be recorded on the cumulative record and the electronic transcript.
  2. Successful completion of an advanced course in the same subject field. For example, when a student successfully completes Algebra 2AB at the home or local school, then his or her Algebra 1AB marks from the school outside of the country may be recorded.
- F. Credits will be granted only for subjects completed, regardless of class hours shown on transcript. For example, if a full course from a school outside of the country is 150 hours and the student has completed 100 hours, the student would not be able to earn credit for the course.



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- G. A total of 60 credits will be allowed for each year of study. Additional credits over that number may be counted toward the next succeeding grade level with the approval of the school principal. The principal, Assistant Principal Secondary Counseling Services (APSCS) or designee should review the student's academic record in light of the student's age and grade level so as not to disadvantage the student in progressing toward graduation.
- H. English courses taken in an English speaking country, in an American school, or in a school taught in English will provide English credit.
- I. English courses taken in a non-English speaking country or in a school taught in a language other than English will be listed as Languages of than English credit.
- J. Biology will provide biological science credit toward graduation.
- K. Chemistry or Physics will provide physical science credit toward graduation. If Chemistry and Physics are taught in an integrated curriculum and the mark is verified (as stated in "E" above) list, the course as Integrated/Coordinated Science 3 and grant credit toward the physical science graduation requirement.
- L. For graduating classed prior to 2016. Algebra, Advanced Algebra (Algebra 2), and Geometry will provide mathematics credit toward graduation. Pre-calculus, if verified (as stated in "E" above) will be listed as Mathematical Analysis and may count toward the math graduation requirement or toward elective credit. In countries that only offer math taught in an integrated curriculum, Math 1 may be used as equivalent to Algebra 1, Math 2 may be used as equivalent to Geometry, Math 3 may be used as equivalent to Algebra 2, and Math 4 may be used as equivalent to Math Analysis.
- M. For students in graduating class of 2016 and later, validation rules apply. Validation refers to the granting or "a-g" credit when a student successfully competes advanced work (earning a grade of "C" or better). There is no validating in the following areas: History/Social Science, English, Lab Sciences (except Chemistry), Visual & Performing Arts and College Prep Electives. Validation applies to the following areas: Math, Languages Other than English and Lab Science (Chemistry Only) Numerical credit is not awarded with validation.
- N. Geography and History of a particular country will provide social studies elective credit. World History studied in another country and verified (as stated in "E" above) will be listed on the student's permanent record as World History, Culture, & Geography: Modern World and will meet the World History graduation requirement.
- O. Military Training and Youth Training will provide physical education credit.

### 407. TRANSCRIPTS TO SCHOOLS IN OTHER COUNTRIES

All Latin American countries and a few other countries require that transcripts **from** the United States be legalized. The school makes a readable copy of the transcript in a sealed envelope and must contact the Foreign Student Admissions Office to arrange to have the document notarized. There will be no fee for notarization services in this office. After it is certified as a true copy of the original record and notarized, the person requesting the transcript must take it to the Los Angeles County Clerk District Office. This office will insure validity of the public notary's commission. There will be a charge per notarized document at this office. After the above certification, the transcripts must then be taken to the Office of the Secretary of State. (The Foreign Student Admissions Office will provide the addresses of these offices at the time of notarization). There may be a charge per notarized document, payable by check or money order, at the time the request is made, no cash, at this office.

Questions regarding the sending of transcripts to foreign countries should be directed to the Pupil Services and Attendance, Foreign Student Admissions Office, Email: StudyInLA@LAUSD.net or call 213-241-3844.

### 408. CREDIT FOR COURSES OUTSIDE THE REGULAR PROGRAM

Schools are encouraged to publicize widely the requirements that credit may be granted for courses taken outside the home school **only** when arrangements have been made with the home school prior to enrollment. Sufficient publicity and appropriate counseling should prevent problems from occurring when students request credit for their educational experiences after taking courses rather than prior to enrollment.



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Credit for programs offered by tutors, private schools, organizations, institutions, and others are not automatically granted upon completion of the program BUL-6838.0 provides the District policy for granting or not granting credit. Students must have prior approval and the course must follow the course description in the current version of Guidelines for Instruction to be considered for credit. The K-12 Instruction Department within the Division of Instruction reviews and grants approval to programs and courses taken within the programs.

Credit recovery courses offered through Beyond the Bell are treated like courses in the regular program, even though they may be offered after school, on Saturday or Sunday. See MEM-6733.1, "Credit Recovery Program Opportunities", 11-8-16.

### A. Credit from Community Adult School, ROP and ROC Programs

Work taken in adult schools, ROP and ROC programs may be accepted toward meeting diploma requirements of the regular high school provided the course meets the California state content standards and the high school course description. No partial credit is to be given. The student must complete the course to receive the full credit value given for each course.

1. Courses must have prior approval from the student's counselor. See BUL-1758.1, "Adult School Academic Course Options for Concurrently Enrolled Students," 9-30-16.
2. For high school and adult school course equivalencies see BUL-1757.2, "Equivalent Academic Courses in Adult Education for Senior High School Diploma Credit," 3-31-16.
3. If there is a question about ROP courses or titles, contact the ROP Center directly at (213) 241-1940. Annually, an index of approved ROP 60-series courses, titles and numbers is updated/provided to the high school site administrative teams. See section 502-E for entering ROP course credits in MiSiS.

### B. Credit from Community College, College, or University

Work taken in college programs may be accepted toward meeting graduation requirements for high school provided the course meets the California state content standards and the high school course description.

1. Students must obtain prior approval from the high school principal, Assistant Principal, Secondary Counseling Services, college counselor or the student's counselor to enroll in a course on a college or university campus during the regular school year or during the summer. (CRC, Title 5, section 1630)
2. BUL-1040.3, "Credit for Concurrent Enrollment in High School and Community College," 4-19-16 and BUL-6780.0, "AB 288 College and Career Access Pathways Dual Enrollment in High School and Community College," 3-30-17, outline LAUSD policies and procedures for granting high school credit for courses taken at college.
3. When counseling high school students and their parents about taking college courses for high school credit to meet graduation requirements, counselors shall remind students to inquire at the admissions office of the prospective college(s) about the way these courses will be treated once the student enrolls in college.
4. Following is a suggested procedure to help high schools keep track of students who are taking college courses.
  - a. When the student requests permission to take a college course, note the following on the concurrent enrollment form:
    - 1) whether the course will count for graduation requirements and if so, the specific requirement
    - 2) the number of high school credits to be earned
    - 3) if the course will receive an augmented GPA point
  - b. Make three copies of the Concurrent Enrollment Form. The student receives the original to take to the college for enrollment purposes. The student receives one copy, the counselor keeps one copy for the student's school records, the school clerical staff keeps one copy to collate with the college transcript in order to enter the course correctly in the electronic transcript and on the paper cumulative record.
  - c. When the student completes the course and the college transcript has been received, the following procedure shall be used to enter the course in MiSiS. Record the course on the cum label also.



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- 1) **If the college course is taken for graduation requirements**, use the six-digit district course number listed in Attachment B or C of Bul-1040.3. A one-semester college course is listed only **once** and receives the number of high school credits designated on the Articulation Agreement with the college.
- 2) **If the college course is taken for enrichment**, use the following generic district course number. These courses will be included on the UC/CSU applications but **not** included in the UC/CSU or LAUSD GPA.

ART	107020	MUSIC THEORY	107032
BUSINESS	107021	PHYSICAL ED	107033
COMPUTER SCIENCE	107018	BIO SCIENCE	107036
ENGLISH	107023	PHYS SCIENCE	107336
FOREIGN LANGUAGE	107025	SOCIAL SCIENCES	107037
MATHEMATICS	107031	VIS/PERF ARTS	107038

- 3) **If the college course is taken for graduation requirements and also earns an augmented point**, use the course numbers shown on attachment B or C in BUL-1040.3.
- d. In MiSiS, from the Student Profile page->Academics->Transcripts->Transcript Details, click on Add New Transcript Grade, leave the default as Out of District = Yes, Enter the School Name, Select the School Year and grade level at the time the course was taken from the drop down, enter the End Date. Select the course number from the drop down, overtype the course title presented and retype it as it appears on the college transcript, abbreviating if necessary. Use the course title, not the department and course number, e.g., Calculus 1, not Math 261. Select the final grade earned, enter the number of equivalent high school credits earned for the college course as listed in BUL-1040.3. If the course was taken during the summer, use the grade level for the previous spring semester.

### C. Credit for Special Programs

From time to time, schools are asked to grant credits to students for their completion of courses in special programs approved by the Department of Instruction. Most often these programs are summer programs, but they may be offered during the regular school year. These instances are outlined in REF-5523.0 “Procedures for Granting Credit for Special Programs”, 6-20-2011. For example, to date the following special programs have been approved for credit: Upward Bound; and Med-COR at USC and Youth and Government Programs at West Valley YMCA.

Students sometimes temporarily work in the entertainment industry. See BUL-6837.0, “Pupils in the Entertainment and Allied Industries,” 3-15-17.

### D. Credit for Instruction in Languages Other Than English

BUL-2533.1, “Procedures for Granting Equivalency and Achievement Marks for Languages Other Than English (LOTE) for Graduating Classes of 2016 and Beyond”, 4-29-16, outlines the guidelines in granting credit for proficiency in a foreign language with or without formal instruction. To document the language proficiency, use one of the following procedures to update the student transcript information in MiSiS. The path to the student transcripts is Student Profile->Academics->Transcripts->Transcript Details. In addition, follow the procedures outlined in the MiSiS Job Aid, “Entering LOTE Courses to Student Transcripts” to help with MiSiS input.

1. If the student demonstrates proficiency in a world language by taking an oral and written examination given by the world language department of the **local school**, follow the procedures on the job aid noted above. In place of the school name, enter “**CREDIT BY SCHOOL EXAM**”, then continue entering the required information as outlined in the job aid.
2. If the student demonstrates proficiency in a world language by taking the **district** equivalency examination in one of the languages available, follow the procedures on the job aid noted above. In place of the school name enter “**CREDIT BY DISTRICT EXAM**”, then continue entering the required information as outlined in the job aid.



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3. If the student took a test in a world language at an **accredited college or university**, follow the procedures noted in the job aid above. In place of the school name enter, “**CREDIT THROUGH COLLEGE EXAM**”, then continue entering the required information as outlined in the job aid.
4. If a student demonstrated proficiency by earning a 3, 4, or 5 on an **AP world language exam**, follow the procedures noted in the job aid noted above. In place of the school name, enter “**CREDIT BY AP EXAM.**”, then continue entering the required information as outlined in the job aid.
5. If the student demonstrated proficiency through an **SAT Student Test**, follow the procedures in the job aid noted above. In place of the school name, enter “**CREDIT BY SAT EXAM**”, then continue entering required information as outlined in the job aid. UC has identified appropriate scores for the world language subject exams which may be found in the Quick Reference for Counselors “Satisfying A-G Subjects by Examination” and in LAUSD BUL-2533.1.
6. Credit shall be granted to a student in grades 9-12 for world language instruction received in private school other than regular day or boarding schools provided that the program has a substantial literature component and the student and private school follow the procedures outlined in BUL-2533.1. Attachment A must be completed prior to the student begins receiving instruction.
7. If the student demonstrates world language proficiency by two years of schooling at 6th grade level or above in a foreign country, follow the procedures outlined in BUL-2533.1
8. For world language studies taken abroad during the summer, credit shall be granted provided that the student has received prior approval from the high school administrator or designee of the District school to be attended in the fall semester. The administrator or designee will ensure that the instructional program in the foreign country meets the criteria listed above for granting credit for the language other than English.

### E. Credit for Independent Study

1. Independent Study may be undertaken as part of a regular school class under the direct supervision of the classroom teacher. For example, a student moves in during the course of a school year and was taking Spanish 4B at the previous school, and this course is not offered at the LAUSD school. The counselor may arrange with the Spanish 3B teacher to have the student work independently and do Spanish 4B level work while attending the Spanish 3B class.
2. Independent Study may be undertaken through the City of Angels or Accelerated College and Career Transition Program (AC2T). City of Angels provides full-time independent study for students in grades K-12 and is located at multiple sites throughout the District. AC2T is a dropout recovery program under the direction of the Division of Adult and Career Education (DACE). It is located at various sites and provides full-time independent study for secondary students between the ages of 14 and 18 who have not attended school for 45 or more days. These students are independently enrolled in an Adult School. Courses taken in the AC2T program will have to be entered by hand into MiSiS. For further information, refer to BUL-6779.0, “Guidelines for Independent Study,” 3-15-17.
3. The cumulative records for students enrolled in the City of Angels Independent Study School are sent to 221 S. Eastman Ave., Los Angeles, CA 90063 323-415-8350. The cumulative records for students enrolled in other independent study programs are maintained at the home school.
4. No independent study credit shall be granted for private lessons or instruction for which the student or parent/guardian pays a fee.

### F. Private Tutor or Private Instruction See BUL-6838.0, Section IV.

1. Instruction by a private tutor is generally used to supplement instruction in the regular classroom as a means of strengthening student competencies. Credits are not earned in such tutoring situations.





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2. A principal may grant credit for a course given by a private teacher or for tutorial instruction if the following requirements have been met:
  - a. The student or parent must have made arrangements in advance with the school that is to grant the credit.
  - b. The instructor must hold a valid California teaching credential authorizing subjects and grade being taught.
  - c. Instruction must be in a course listed in the [Guidelines for Instruction](#), following the course description and meeting the California State content standards.
  - d. The minimum amount of instruction time for which 5 semester credits may be granted is 60 clock hours.
  - e. The student shall demonstrate by examination given under the direction and supervision of the school that he or she has made satisfactory progress in learning and mastery of content standards. (California Administrative Code, Title V, Section 1631.)
  - f. Tutorial course credit may not be granted if similar courses are offered concurrently in the regular school.
  - g. Credit for tutorial instruction may not be used for the purpose of accelerating to meet graduation requirements.
3. In making decisions concerning private instruction, the principal should refer to Board Rule 1272, Private Instruction, which states:
  - a. "No teacher shall give private instruction for compensation on any school premises."
  - b. "No teacher shall give private instruction for compensation in any place:"
    - 1) "during the school year to students who attend the elementary or secondary school, to which such teacher is assigned."
    - 2) "during the vacation period to any student who was a member of said teacher's class during the previous semester."
4. For students who are exempt from school attendance because they are homeschooled or attending private school, see California Education Code, Sections 33190 & 48220 to 48225.
  - a. Parents homeschooling their children must file the Private School Affidavit with the California Department of Education between Oct. 1 - Oct 15 of each school year. Proof of this must be presented to the school of residence with a withdrawal form and Parent Assurance Letter signed by the parent in order for the student to be exempted from compulsory education.
  - b. The receiving principal makes the evaluation of the tutor report(s) for credit earned through instruction by a tutor. Marks are not recorded unless procedures are followed as stated in the previous section "Credit from a non-accredited school."
  - c. The course content must be comparable to the LAUSD course described in the [Guidelines for Instruction](#) and must meet the content standards.
  - d. Completion of sixty hours of instruction is the minimum requirement for five semester credits.
  - e. The Principal may require the course examinations in order to determine satisfactory progress in learning.
  - f. The receiving school principal determines the grade placement of the student.

### G. Summer School classes at a Private Accredited School

1. In schools where there may be requests for credit for work completed in accredited private summer schools, pupils and parents must be informed that credit may not be granted for such work without arrangements having been made with the home school prior to the summer/intersession school enrollment.
2. Credit granted for summer school classes must be equivalent to credit for the same amount and kind of work taken in the regular term. Instructional time in a semester period course in summer session should approximate that of a semester period course in the regular term.
3. It is possible to grant more than ten semester credits when the private summer school does so because of a full-day schedule or a summer session of sufficient length. Credits would have to be entered by hand in MiSiS following the procedures outlines in the MiSiS job aid, "Entering Out of District Courses to Transcripts."



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### H. Online Courses

1. LAUSD abides by the California Education Code, Section 51705 in establishing and approving online courses, monitoring student participation in online courses, supervising teachers of online courses, and developing and implementing policies addressing specified factors for online courses.
2. LAUSD only awards credit to those courses developed by LAUSD in conjunction with approved vendors, the appropriate instructional unit or to those courses approved as aligning with the LAUSD course description, meeting content standards, providing an appropriately credentialed online teacher and on-site teacher and securing appropriate licensing. All approved courses have course numbers listed in MiSiS. Accessing the District Course list- MiSiS Reports->Master Scheduling->Pre/Post Commit-> District Course. See REF-5670.2. Please refer to the Division of Instruction Web Page for additional information regarding Online course instruction- (LAUSD Home page->Offices->Division of Instruction->Destination Graduation->Courses->Online Courses Home).

#### Online Credit-bearing Courses: Models of implementation

Online courses are offered in the instructional settings defined below:

- a. **"Virtual" Implementation (EDGL/APXL):** Course offered online with the vendor providing the appropriately credentialed teacher. **This is the only model approved for NCAA.**
- b. **"Blended" Implementation (EDG/APX):** Instruction is delivered by an LAUSD credentialed instructor in the appropriate subject area and the digital content is provided by the online vendor.
- c. **Prescriptive versions (EDGP/APXP):** When available, both virtual and blended implementation models may offer a course in a prescriptive (mastery-based) version. These courses are the same as the core (original credit) version with a “test-out” feature.

For school years prior to the 14-15, approved vendors for online courses are listed below.

Courses are identified by the vendors as follows:

Online Vendor	Abbreviation
APEX Learning Virtual School	OLAA
APEX Learning Class Tools Achieve (CTA)	OLAC
Education 2020	OLE2
PowerSpeak World Language	OLPS
LAUSD University of California Preparatory	OLUC
LAUSD District Developed	OLDD

3. Schools may not independently enter into contracts with providers of online courses.
4. Accredited Online Schools
  - a. Most accredited online schools are private institutions that offer “a-g” courses accepted by UC/CSU and LAUSD.
  - b. Students may complete courses at any accredited online school if:
    - i. The accredited online school has an active “a-g” list on the course management portal at <http://hs-articulationucop.edu/agcourselist>.
    - ii. The online course(s) to be completed are listed on the online school’s “a-g” approved course list.
    - iii. The accredited online school issues a transcript at the end of the course.
    - iv. The online course is equivalent to a course found in the LAUSD course catalog.
  - c. Students must receive approval by the principal or designee prior to enrolling in an “a-g” course offered by an accredited online school.
  - d. Transcripts are not automatically sent to the high school of attendance. It is the responsibility of the parent and the student to submit transcripts to the appropriate office.



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- e. Courses completed by concurrently enrolled students in an accredited online school may not be computed in the student's LAUSD official GPA and/or ranking.

### I. Home Schooling

Parents of students who have been home-schooled and then enroll in an LAUSD high school shall be informed that the courses previously completed through home-schooling will be evaluated based on the following factors:

1. The course aligns to the LAUSD course description,
2. The course meets the California state content standards,
3. Direct instructional time is sixty hours for five credits, and
4. A course syllabus outlines instructional units similar to the LAUSD course and identifies appropriate instructional strategies.

In grades nine through twelve, credits only, not marks are recorded for subjects taken. Marks may be accepted and recorded for courses taken through one of the procedures identified for non-accredited schools. When entering the courses in MiSiS, the procedures outlined above in 405-B on Non-accredited schools must be followed.

### 409. PARTIAL CREDIT

- A. District policy requires that five (5) credits be granted for all semester (twenty weeks in a traditional school) subjects that have been passed and two and one half (2 1/2) credits be granted for all half semester (ten-weeks in a traditional school) subjects that have been passed. Credit awarded must be consistent with course descriptions as presented in the District's curriculum guidelines.
- B. District policy does not permit a reduction of semester period credits for any reason, including unexcused absences or tardies. However, students in out-of-home care may be issued partial credit under the guidelines of BUL-6718, "Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or the Juvenile Justice System", 8-8-16, Section III-1F.
- C. Some out of district schools are using partial credit, i.e., 2 credits for English. This may present some problems in recording marks on the present cum. Some suggested practices are as follows:
  1. Record the partial credits and marks in ink if they are final marks from the sending school. Identify these marks with an asterisk and note at the bottom of the section that the asterisk indicates classes from another district. These marks must be entered in MiSiS on the transcript screen following the procedures on the MiSiS job aid, for Entering Out of District Courses to Transcripts.
  2. Record the leaving marks and credits from the sending school in pencil as is done with check-in marks. Notify the student's counselor and teachers of the marks received. Record the final marks in ink as usual. If the pupil took a class at this school and is not placed in a similar class at the home school, the mark and credit from the outside district school should be reported on the cum and in MiSiS following the MiSiS job aid for Entering Out of District Courses to Transcripts.
  3. In some cases the partial credit may not be sufficient to total 5 credits for the semester. If the subject is a graduation requirement, an additional class in the subject area will have to be taken to achieve the credit requirement in the subject area.
  4. Partial credit MAY NOT be given for Adult Ed/ROP courses. The student must complete the entire course to receive credit.



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### 410. GRADUATION REQUIREMENTS

Current graduation requirements are listed in BUL-6566.2, “Graduation Requirements for graduating classes of 2016 and 2019”, 2-4-11, and REF-6778.0 Graduation Requirements for class of 2020. Additionally, for the classes of 2006 – 2014, BUL-6609 outlines the suspension of CAHSEE as a graduation requirement.

Students must pass all course, non-course, and credit requirements for a high school diploma. All graduation requirements must be met within the next summer/intersession and/or fall semester of the grad year date. Students who are currently enrolled and do not complete graduation requirements for their class may continue in their current school of enrollment, enroll in adult school or choose other options to work toward earning a high school diploma.

Following are directions on how to handle the situation when a student does not graduate with their cohort.

1. Special education students may remain at the high school until the age of 22 and English Learners for an additional 5th year. Students newly enrolling in high school as their first school experience in the United States may remain in high school until requirements are met or through the age of 21 as long as satisfactory progress is met.
2. For a non-graduate **who was expected to graduate** in June, allow him/her to complete the graduation requirements for the year listed on the diploma and in graduation year field in MiSiS during the summer/intersession and/or the fall semester immediately following the expected graduation date.
3. If a student finishes the graduation requirements at the end of summer school/intersession or at the end of the fall semester, he/she will receive the diploma printed with the previous June graduation date.
  - a) If the student completes graduation requirements during summer/intersession, edit the L8-77 leave code/reason to L7-90 in MiSiS.
  - b) If the student needs to return for the fall semester to complete the graduation course requirements, the student should be flagged as a returning student before the end of June with an “R” for retain. This will create an enrollment line for the new year. As long as the student is progressing satisfactorily toward graduation and is under the age of 20, he/she may continue enrollment in the comprehensive high school. When the student finishes the course requirements withdrawal the student in MiSiS using L7-90.
4. For a non-graduate **who was expected to graduate** in June who does not take advantage of completing the missing course requirements during the summer/intersession and/or the fall semester immediately following the grad year, the high school counselor or administrator shall refer the student to Adult School to complete the new graduation requirements as determined by the Adult School Counselor or Administrator. The Adult School shall be responsible for issuing the appropriate diploma.

### 411. MARKS AND CREDITS IN MiSiS

#### A. Initial Entry

At the end of each semester the APSCS/designee is responsible to see that each teacher’s final marks are entered in MiSiS.

If the office staff needs to enter initial grades, this can be done by student or by class.

By class, refer to the MiSiS job aid, “Manage Grades by Class-Office” or “Manage Grades by Student-Secondary.”

Once all marks are verified, labels are printed from MiSiS using MiSiS->Reports->Cumulative Grade Labels-Secondary Schools.



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## B. Grade changes

After final marks have been posted to the student's electronic transcript in MiSiS, if marks are changed by a teacher and verified by the APSCS/administrative designee, the marks **MUST BE** changed in MiSiS. In addition, the grade must be changed on the cumulative record grade label and the teacher's roll book. (See Appendix E for a sample form that can be used.) These individual marks may be changed in MiSiS by following the "Manage Grades by Student-Secondary."

## CHAPTER 500 - RECORDING DATA

### 501. SCHOOL HEADING (CUM, MIDDLE HIGH SCHOOL & Section 5)

School data should be entered in the first half of each grade level section. This section has been separated by a dotted line for this purpose. If the pupil transfers during the semester, the receiving school records its data in the second half of this section. Print the school name and the dates for the beginning and the ending of semester in black ink.

#### A. School

Using half of the line, record the name of the school at the beginning of the semester. Do not record in advance for subsequent semesters as the pupil may transfer to another school. If a pupil has transferred from another Los Angeles Unified School during the semester, record the enrollment data in the right-hand half of the semester section.

#### B. Date of Entrance

Record the month, day, and year at the beginning of each semester. Write, in Black ink the date, record numbers with a dash between them, e.g. 9-02-03. If the date of entrance is different than the beginning date of the semester, write the date by hand in black ink.

A Student's enter (E) date and left (L) date is captured in MiSiS on the Student Profile page->Enrollment->Enrollment History. The Assistant Principal/ Administrative Designee of the Attendance Office is responsible to ensure the accuracy of this process.

#### C. Date of Leaving

Record the date when the pupil leaves the school. Record in the same manner as the date of entrance.

#### D. Report Card Labels

The current report card label has the school name and semester dates for students enrolled the entire semester. For students who enter or leave during the semester, the dates of entry and leaving must be recorded.

##### 1. Middle School Record

- a. The Grade 7 semesters on the cumulative record card will be divided into two years. The first semester will be used for the 6<sup>th</sup> grade labels and the second semester will be used for the 7<sup>th</sup> grade labels. The labels for the 6<sup>th</sup> and 7<sup>th</sup> grade will have to be trimmed to fit in the column.
- b. Place the first semester 6<sup>th</sup> grade label at the top of the first column.
- c. Place the second semester 6<sup>th</sup> grade label under the first semester label.
- d. Place any summer/intersession 6<sup>th</sup> grade label at the bottom of the first column.
- e. Place the first semester 7<sup>th</sup> grade label at the top of the second column.
- f. Place the second semester 7<sup>th</sup> grade label under the first semester label.
- g. Place any summer/intersession 7<sup>th</sup> grade label at the bottom of the second column.
- h. Continue in the 8<sup>th</sup> grade semester columns as usual, one column for the first semester and the next column for the second semester grade labels.
- i. If a student repeats 8<sup>th</sup> grade courses in summer/intersession after the 8<sup>th</sup> grade, the labels goes at the bottom of the 8<sup>th</sup> grade column. These courses are **not** counted in the high school graduation requirements.



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- j. If a student takes summer/intersession courses after the 8<sup>th</sup> grade for enrichment at a high school, the label goes at the bottom of the 9<sup>th</sup> grade column. These courses **are** counted in the high school graduation requirements.
2. Senior high school labels should be placed on the cumulative record so that the upper edge of the label will cover the semester notation. There will be space below the label to add summer school/intersession marks. The current credit total and cumulative credit totals should be entered in pencil after summer school/intersession marks are recorded.

### 502. POSTING MARKS

This section constitutes an official statement of the marks and credits earned by students in Los Angeles Unified Schools.

It is the responsibility of the APSCS/Administrative Designee to direct the proper recording of current data and to interpret both past and current data whenever the record itself is not self-explanatory.

Generally, the following items are printed on the “cum label” produced by MiSiS. If this label is not available, use the following conventions.

#### A. Subject Grade Level

1. Record the grade level for high school students and subject level for each course, e.g., French 2A.
2. Record a repeated subject in the grade level section for the current semester, but use the correct grade level of the repeated subject. For example, if an 11th grade student repeats English 10A, it should be recorded as “English 10A.” (For credit posting, see section 502-E3c)
3. For multiple hour classes (e.g. an ELD) class taken for 2 hours), record authorized subject titles on separate lines for each class hour during the regular school day.
4. For classes taken outside the regular school day, record the class title only once with the number of credits earned.

#### B. Specific Subject Title

If the subject title is not the same as that printed in the first column under General Subject Field, record the subject title or its authorized abbreviation. Do not repeat a title that is printed. Refer to the latest version of DISTRICT COURSES Report in MiSiS Reports for authorized abbreviations.

1. Record the specific subject title for each semester on the same line as the general subject field or as near that line as possible. For examples write “Spanish 1A” opposite Foreign Language.
2. List each subject and credits separately when a student takes more than one subject from the same teacher.
3. Class titles must be the official class titles shown in the DISTRICT COURSES Report in MiSiS. If a class is an Honors class, that Honor number for the course must be used. Other designations such as magnet class, houses, small learning communities, special education, sheltered, etc., are made in either the section type and/or section attribute in MiSiS.

#### C. Entering Marks and Subject Grade Levels When No Label is Available

1. Enter the marks for each semester of work in the appropriate section.
2. Record a failure by writing the word “Fail.” Do not use an abbreviation.



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3. Incomplete is given when a pupil has been absent during the latter part of the quarter or semester for which a report card is issued. Incomplete is given only if the pupil was passing when present. Record the mark “Incomplete” as “Inc.” in pencil. When the teacher gives a mark, erase “Inc.” and record the mark in ink. An incomplete must be made up by a specific date prior to the next regular marking period. If the work is not made up by the due date, the “Inc.” is treated as a Fail and earns zero credits.
4. Record “No Mark” if the student has been in the school fewer than 15 days with no mark or class work from the previous school or class.
5. Do not record plus or minus signs after the subject marks.

### D. Creating Labels for Classes When No Label is Available

When creating a new cumulative record for a student coming from another district, or when recording classes taken at a community college, a school can choose to create their own “cum label” using the following procedures. Schools will probably find this procedure practical only when there are a number of students to handle at one time.

1. Create a template in Word using the same format as the LAUSD labels. It should be in Courier New with a font size of 10, and 24 characters across. There are 8 characters between each label. The credits begin at character 16 and the marks begin at character 23. Save this template. It can be used whenever a new label is going to be created.
2. List the city and state of the school, and use the class titles from the original transcript.
3. The same information needs to be input into MiSiS so that the electronic transcript is identical to the paper cum.
4. The labels should look like this:

123456789012345678901234	123456789012345678901234
NORTH HILLS HIGH SCHOOL	SANTA MONICA COLLEGE
IRVING, TX	SANTA MONICA, CA
LAST, FIRST NAME	LAST, FIRST NAME
BD: 02/04/86 F Grade=11	BD: 02/04/86 F Grade=11
SPRING 2002-03	SUMMER 2002
AP ENG LNG P 5.0 B	WESTERN CIV 10.0 C
PRE CALC 5.0 B	
ENV SYS 5.0 B	
AP US HIST P 5.0 C	
AP SPAN LNG P 5.0 A	
ART 3 PHOTO 5.0 A	
Credits, this label 30.0	

### E. Semester Period Credits

1. Record 5 credits for all semester (twenty weeks in traditional schools) subjects which have been passed.
2. Record 2.5 or 2 1/2 credits for all half semester (ten weeks in traditional schools) subjects which have been passed.
3. Record “0” semester period credits for the following:
  - a. Fail
  - b. Incomplete that is not made up
  - c. For a repeated course, place the 0 credits on the lowest course mark.



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### F. Annual Courses

The first semester mark for an annual course must be entered in the transcript and on the cum with zero credits earned. Ten credits are issued for annual courses and the final marks are recorded in the second semester column.

### G. Marks in Subjects, Work Habits, and Cooperation

1. Record these school marks at the end of each semester, except the marks for a ten-week course which may be recorded at the end of the quarter.
2. Record "Homeroom" and marks on the bottom line for each semester.

### H. Special Situation for Student Transfers

1. It is the responsibility of the school where the pupil is enrolled at the close of the semester to evaluate the student's work and to record final marks and credits in ink.
2. Whenever a student transfers into a school during the second ten weeks of a semester, teachers must receive check out marks from the prior school to determine the final marks to be recorded for the semester's work.
3. Whenever a student transfers into a school during the last three weeks of a semester, record as final the marks earned in the prior school unless there is strong evidence to indicate that they should be changed.
4. When there are no final marks for a subject in which the student was enrolled in the former school, leave the former school marks in pencil.

### I. Students Leaving Prior to the End of the Semester

As stated in BUL-1353.1, "Guidelines for Marking Practices and Procedures," on page 6, Recording Marks, Section V-D "Occasionally, a student has the opportunity to attend a special program that begins prior to the end of the semester. When a student must leave school for legitimate reasons such as this prior to the end of the semester, the teacher may finalize the academic mark upon the approval of the Principal, or designated administrator."

### J. Missing Credits

When questions arise regarding courses, marks and/or credits, refer to report cards, computer rosters, the cumulative record and/or teachers' roll books to verify and/or locate data.

### K. Posting Marks to the Electronic Transcript

1. In MiSiS, FINAL grades which are part of a student's schedule are automatically posted to the student's electronic transcript.
2. When a student moves to LAUSD from another district, the final course marks must be entered in MiSiS. This work is to be done by a user authorized by the local school administrator using the procedures listed in 402-A-5.

### L. Credits Attempted and Credits Earned

In MiSiS Transcript details the number of credits attempted is recorded in the credits column. When calculating the various GPA's, the computer will take this number and multiply it by 4, 3, 2, 1, or 0 depending on whether the student had an A, B, C, D or Fail. The computer will calculate the credits earned.





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### 503. SUMMER SCHOOL/INTERSESSION

Data related to summer school/intersession marks and credits is automatically recorded in MiSiS.

#### A. Recording of Summer School/Intersession Marks

1. Apply the computer label for summer school/intersession classes on the four bottom lines of the grade level section the student will enter in the next semester.
2. If a label is not available, record all summer school/intersession marks in the semester column following the completed course work as follows:
  - a. Record the name of the summer school/intersession school and the date of completion.
  - b. Record the summer school/intersession school subjects, grade levels, credits, and marks earned.
  - c. Write your initials next to all hand written summer school/intersession marks.

### 504. INDIVIDUAL STUDY (CUM, SECTION 11)

A school psychologist as part of an individual psychological study administers individual tests. The results of an individual study are maintained in the student's psychological file which is kept separately from the cumulative record. A summary sheet of the individual study is included in the student's cumulative record file.

- A. The only information recorded on the cumulative record regarding an individual study is: date, grade, age, and initials of the school psychologist.
- B. Requests for information from the individual study should be processed through the school psychologist.
- C. IEP or 504 Plan folders are filed with the cumulative record folder.

### 505. GIFTED/TALENTED

- A. A red "G" should be printed in the upper right-hand corner of the cumulative record to denote that the student has been identified as gifted or talented.
- B. The date the student was identified as well as the test administered is to be recorded in Section 11.
- C. In MiSiS, an alert may be found on the Student Profile Header under Alerts. The specific information can be found in the Student Profile->Services->Gifted and Talented screen. The date the student was identified gifted will display. By clicking on the Gate Category additional information will display.

### 506. TEST LABELS (CUM, SECTION 12)

#### A. California Standards Test – Last Administered in School Year 2012

1. California Content Standards are on the STAR label along with the Norm-referenced Test i.e., CAT/6. For grades 7 and 9, place the labels on the cumulative record in the "norm referenced tests" section. The grade 7 labels are to be placed in the top two quadrants and the grade 9 in the lower two quadrants.
2. The labels for grades 6, 8, 10 and 11 are to be placed on the yellow "STAR Test Label Card."
3. In MiSiS, the scores are found in the Student Profile->Academics->Test Scores.

#### B. Norm Referenced Test Labels – Last administered in 2000

1. The Norm-referenced Test is administered at grade 7. The labels are to be placed as described above.



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2. In MiSiS, the scores are found in the Student Profile->Academics->Test Scores.

### C. California High School Exit Examination (CAHSEE) – Last administered Fall 2014

1. The California High School Exit Examination (CAHSEE) was administered to students in grades 10-12 from 2006-2015. In October 2015, SB-172 suspended the CAHSEE as a graduation requirement. See REF-6609. The labels for the California High School Exit Examination are to be placed on the beige “California High School Exit Examination (CAHSEE)” card in the proper grade level. If there are two labels, use both halves for the grade level. If there is only one label with both subjects, place the label in the middle of the card.
2. In MiSiS, the scores are found in the Student Profile->Academics->Test Scores.
3. SHARP, WRITE: Sr. Writing, WRITE: Sr. Objective, and TOPICS were administered beginning in 1979 for high school proficiency. The last year these tests were required for graduation and a diploma is the class of 2003. These labels are placed under “Competency Tests” in Section 12 of cum.

### D. College Entrance Tests

1. Students planning to attend college will take a variety of entrance and achievement tests. In placing labels in this section, use space judiciously, as students often will repeat one or more of these tests.
2. Results of the following tests are to be placed in the college entrance test section:
  - a) SAT
  - b) ACT
  - c) AP (Advanced Placement)
  - d) IB (International Baccalaureate)
3. PSAT (Preliminary SAT) should not be placed on the cumulative record.

### E. California High School Proficiency Examination (CHSPE)

A school district shall, for each student who demonstrates proficiency as provided in Education Code Section 48410, indicate the student’s accomplishment and the date of the proficiency certificate award on the student’s official transcript.

1. The CHSPE label that comes with the test results of successful candidates is placed in Section 6, Extra Semesters in Senior High School, of the student’s cumulative record.
2. Record the following statement for students who pass the CHSPE:  
“Certificate of Proficiency awarded under E.C. 48410 on \_\_\_\_\_ (date)” when the student receives the certificate. Also, in MiSiS, if the student chooses to withdrawal, check the student out as a Graduate (L7-93).

### F. Oral Language Tests (CUM, SECTION 13)

1. This section has space for three Oral Language Assessment labels.
  - a. Initial LAS/CELDT
  - b. Primary LAS
  - c. Re-designation label for currently enrolled students may be generated by MiSiS->Reports->English Learner->Reclassification label
2. In MiSiS, Language Proficiency Information Test information is found on the Student Profile->Services->English Learner screens.



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### G. California English Language Development Test (CELDT)

1. The annual CELDT labels are placed on the gray “California English Language Development Test (CELDT)” card in the proper grade level.
2. The initial CELDT label is to be affixed to the Cumulative Record Card in section 13, Oral Language Tests, first box.
3. In MiSiS, the results of the CELDT are downloaded to the Student Profile->Services->English Learner->CEDLT Assessment screen.

### H. Armed Services Vocational Aptitude Battery

1. Place ASVAB label in Section 13 or 14 as space allows.
2. There is no place for ASVAB results in MiSiS.

### I. California State University – Early Assessment Program

These labels are to be affixed to the student’s cumulative record in Section 14, “Honors-Awards-Special Programs.”

## 507. SIGNIFICANT INFORMATION (CUM, SECTION 13)

- A. This section of the cumulative record card provides a place to record significant information not appearing elsewhere which will contribute to an increased understanding of the student. It is an APSCS/administrative designee’s responsibility to screen and evaluate all comments included in this section.
- B. Counselors, teachers, or other members of the school staff may prepare information for this section. Every entry must be dated and signed.
- C. Significant information may include the following areas:
  1. Pertinent recommendations from an individual psychological examination recorded by the school psychologist
  2. Referrals to school services or community agencies
  3. Information about enrollment in or removal from special education programs
  4. Questionable test results
  5. Circumstances involved in an acceleration or in a repeated failure
  6. Reasons for frequent transfers
  7. Death, divorce, or remarriage of a parent

## 508. HONORS AND AWARDS (CUM, SECTION 14)

It may not be possible to include all honors and awards on the student’s cumulative record. If selection is necessary, it is the counselor’s responsibility to determine which honors and awards shall be entered. Date and sign each entry.

### A. Make a record of such honors as the following:

1. Membership in the California Scholarship Federation or the Epeblian Society
2. College Scholarships
3. Honor organizations within the school. Define the award if the name of the organization is not self-explanatory
4. Student body offices or senior class offices
5. Golden State Examination Recognition Check



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### B. Make a record of such awards as the following:

1. American Legion or Veterans of Foreign Wars
2. School or Community Awards
3. Bank of America
4. Athletic, speech, music, art, drama, business education, or industrial arts awards

## 509. SENIOR HIGH INFORMATION

### A. Transmittal of Records (Cum, Section 4)

1. Record in cum Section 4, Transmittal Record, the date and the name of the secondary school or agency to which the records are sent; however, do not list a post-secondary institution. A record of transcripts sent to post-secondary institutions may be kept on the back of the index file card referenced in section 202-C.
2. A request from a secondary school (other than an LAUSD school) for records of a current student, unless specified otherwise, is to be interpreted as a request for a copy (known as a transcript) of both sides of the cumulative record and the test label card inserts.
3. A request from a post-secondary institution or an organization offering scholarships is to be interpreted as a request for a copy of both sides of the cumulative record and the test label card inserts including college entrance test scores, unless the student desires to withhold (opt out of sending) the second side and test labels.
4. A request from an employer or military for records is to be interpreted as a request for a copy of the front side only of the cumulative record unless the student requests (opt in to sending) both sides.
5. If in doubt as to whether to send one or both sides, send only one side as long as it does not disadvantage the student.
6. A request from an **independent** start up charter school for records of a current student, unless specified otherwise, is to be interpreted as a request for a copy (known as a transcript) of both sides of the cumulative record and the test label card inserts. A **conversion** charter is treated as an LAUSD school which receives the entire cumulative record. The differentiating question is, "Will the school maintain the LAUSD cumulative record according to District guidelines?" Further information on charter schools may be found on LAUSD.net-> Offices->Charter School Division (see 306-C). For additional information see BUL-6118 and BUL-5228.0.
7. A Sample Request for Transcript Form may be found in Appendix L.
8. When a record is requested, it should be noted in MiSiS. This information is entered on the Student Profile Page->Academics->Records Request. Enter the required information. If available enter the remainder of the information on the screen.

### B. Senior High School Records (Cum, Section 5)

When a student withdraws prior to final marks recorded, in pencil, enter on the cumulative record the work in progress, i.e., the subjects and leaving marks in which the student is enrolled.

### C. Graduation Data (Cum, Section 7)

REF-1963.1, "Graduation Year Guidelines to Determine Requirements for the Diploma and for MiSiS Records," 3-13-17 addresses the issue of "Graduation Year" found in MiSiS on the Graduation Standards Header. Refer to section 410 above regarding graduation requirements.

#### 1. Diploma

Once a student has been awarded a diploma, be certain the following data is completed as directed below:



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- a. **Date of Graduation** from Senior High School - record the month, day, and year of graduation. Use a date stamp or record numbers with a dash between them, e.g., 6-30-12. Use the last day of June irrespective of which day the graduation ceremony was held. The date of graduation should be entered **only** after the student has completed all graduation requirements. Hence, the date indicates that the student has received the diploma. If a student does not meet all graduation requirements at the conclusion of their “class of” cohort and chooses to take advantage of completing the missing requirements during the summer/intersession and/or one more semester, the student should be awarded the original diploma. The graduate status is reported in the following year. The diploma date should be recorded on the cumulative record card with the following statement added: “Diploma awarded on (actual date).”
- b. **Approximate Rank** - record the graduate’s rank in the graduating class based on the District grade point average procedure. See “c” below.
- c. **Number (No.) in Graduating Class** - record the number of students in the graduating class.
- d. **Grade-Point Average** - enter the GPA computed to include 9, 10, 11, and the first semester of the 12<sup>th</sup> grades. See BUL-1055.0, “Grade-Point Average (GPA) for Class Rank Determination,” 6-7-04.
- e. **Principal’s signature**, school name, and stamp (or seal)

### 2. Certificate of Completion

(For Special Education Students whose IEP goal is not a diploma) For a student who has been awarded a high school “Certificate of Completion,” fill in this section as follows:

- a. Enter the date in the space designated
- b. Draw a line through the words Class Rank and Number (No.) in Class and write in “Certificate of Completion.”

### 3. Non-Graduate Status

When closing cumulative folders at the end of June, if the student intends to return for summer term or the following semester, write “Non Grad” diagonally across Section 7 in pencil. Do not enter a date.

### D. Transcript Requests and Fees

1. Until cumulative records and their content are submitted to Student Records Center for digitizing, the records are to remain at the last attended high school. Upon request, the school must provide the student with a copy of the student’s official transcript. For graduating classes up to June 2013, Legacy SIS is the system of record and may be used to produce an official transcript. For schools who no longer have access to Legacy SIS, the Cumulative Record is the official document. School must provide a copy of the front of the cum record as the official transcript.
2. For cumulative records previously submitted for digitizing, go to:  
<http://www.lausd.net> -> Students->Student Tools and Resources->Student Records-Transcripts->Order Student Records.

- E. At the end of the spring semester, in MiSiS, indicate the student’s Post-Secondary Plan. The path from the Student Profile Screen->Academics->Graduation Standards->Post-Secondary Plan. Select the appropriate path from the drop down

## 510. SPECIAL NOTATIONS ON CUM RECORD

### A. Acceleration and Age-Grade Placement

1. 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.
2. In the middle school, when no records are available for the seventh or eighth grade, draw a diagonal line through the semester(s) missing and enter “No records available.” Sign and date the entry.



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3. In senior high school, when a chronological gap occurs in a student's educational program, enter the reason, if known, in Section 13, e.g., "Student did not attend any school during the 2003-04 school year." Sign and date the entry. Note in Section 5, with an asterisk on the Grade line, a reference to Section 13. Do not skip a semester column when this occurs.

### B. Repeating a Grade Level - Middle School

If a student repeats a grade, attach the repeated grade label in the same grade level section immediately below the first label. (See placement of labels for 6<sup>th</sup> and 7<sup>th</sup> grade students in Section 501-D-1)

1. Write and underline the word "REPEAT."
2. Below this, write the beginning and ending dates of the repeated semester.
3. Record in proper sequence, the subject titles, academic grades and credits earned.
4. If sufficient space is not available, copy the prior semester's academic grades on a new label. Attach this label and the current label over the old label on the cumulative record.

### 511. AGE GRADE PLACEMENT

For age grade placement instructions see the most current posted document titled, "Chronological Age Calculator."

### 512. CORRECTIONS

- A. When errors have been made, line out the incorrect data, insert corrected data, date and initial the corrected recording. Do not attempt to eradicate or black out any recording.
- B. When corrections or additions are made on academic grade label, the person making the correction is to initial and date the entry.
- C. When a label is inadvertently placed on the wrong cum, it is OK to paste the correct label over the incorrect one.
- D. See BUL-2469.0, "Pupil Records: and Notice of Educational Rights," 4-24-06, regarding the deletion of information that has been successfully challenged.
- E. Never use flaps or stapled items to make corrections.

### 513 ACCESS LOGS Also see section 706, "Access to Educational Records"

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 so 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.



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## CHAPTER 600 – DIGITIZING CUMULATIVE RECORDS

### 601. CLEANING CUMULATIVE RECORDS AFTER MIDDLE SCHOOLS

#### A. **RETAIN** the following:

1. Elementary Cumulative Record
2. Secondary Cumulative Record
3. Health Record Card and The CSIR (California State Immunization Record – aka –Blue Card).
4. Transcripts from other schools
5. Legal documents such as Birth Certificate, Valid copies of Parent Identification and copies of records verifying residency
6. Affidavits for change of name and proof of age
7. All colored folders  
Blue – Bilingual; Green – IEP; Orange – Gifted; Red – Intervention; White – 504 Plan “EL Development” folders (white, yellow, purple, pink, gray); Purple Migrant Ed.
8. All test label cards
9. Enrollment Forms

#### B. **DISCARD** the following:

1. Elementary report cards
2. Secondary report cards, make sure final marks are on the cumulative record
3. Complimentary and unsatisfactory notices
4. Correspondence of a non-critical nature
5. Notes to parents regarding student progress or behavior
6. Tests and answer sheets not associated with the colored folders
7. Any papers applicable to your school only
8. Extra Pictures

### 602. PREPARATION FOR DIGITIZING

- A. Schools are responsible for maintaining the mandatory permanent records for each student until digitized or otherwise permanently stored. Schools are required to maintain records on premises for five (5) years after the students expected grad year. After that period, schools may complete the Request for Digitizing form to begin the process of digitizing records. Refer to the Student Records Center website at [transcripts.lausd.net](http://transcripts.lausd.net) under the “Employee Resources” tab for the Request for Digitizing form and additional training resources.
- B. Schools are responsible for “closing out” or finalizing student cumulative records. Details of this process are listed in section 509-C.
- C. Preparation of Records for Digitizing
  1. Combine all records of a student into one single student records folder.
  2. Arrange all folders alphabetically in a single year span (i.e., all 2013 graduates together).
  3. Remove all staples, paper clips and loose scotch tape.



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4. **RETAIN** the following items for digitizing:
  - a. Elementary Cumulative Record
  - b. Secondary Cumulative Record
  - c. Health Record Card and the CSIR (California State Immunization Record – aka –Blue Card)
  - d. Transcripts from other schools
  - e. Legal documents such as Birth Certificate, Valid copies of Parent Identification and copies of records verifying residency
  - f. Affidavits for change of name and proof of age
  - g. LAUSD Enrollment Forms
  - h. All test cards.
  
5. **DISCARD** all other items such as:
  - a. Secondary report cards
  - b. Social case histories
  - c. Complimentary and unsatisfactory notices
  - d. Disciplinary notes and reports
  - e. Welfare and attendance report
  - f. Correspondence
  - g. Tests and answer sheets
  - h. Special Education (green folders) – discarded after 5 years
  - i. EL records
  - j. All other colored folders in the record file
  
6. Place student records into sturdy boxes with lids. Boxes must be 12"x10"x15" and are available through the Stores Warehouse Catalog or other boxes that meet the required dimensions such as empty copier paper boxes may be used. **Only boxes with these dimensions will be accepted.**
  - a. For each box, create a box content lists of student names, birth dates and Student ID numbers of each student folder.
  - b. A digitized copy of a master inventory list, generated in Excel will be requested before pick up. Each box should contain the portion of the list detailing the box contents.
  - c. Label each box with the approved template found at <https://transcripts.lausd.net> under Employee Resources for the records inventory templates.
  - d. Complete the Requests for Digitizing form, obtain principal approval, scan and email to [transcripts@lausd.net](mailto:transcripts@lausd.net); or fax to 323-224-5951.
  - e. A representative from Student Records Center will contact you to arrange an inspection and pickup of records. Records must be properly cleaned and closed before pickup will be authorized.

### 603. REQUEST FOR COPIES OF RECORDS

- A. Transcript requests are made online. Please contact the Student Records Center for information if online access is not available. Details are online at: LAUSD.net ->STUDENTS ->Student Tools and Resources ->Student Records/Transcripts.
- B. Charges – Information can be found online at: LAUSD.net ->STUDENTS ->Student Tools and Resources ->Student Records/Transcripts ->Order Student Records. Scroll to the bottom of the page.
- C. Requests are processed in the order they are received.
- D. Transcript information is updated as needed on <https://transcripts.lausd.net>.

If you have questions, please call Student Records Unit at (323) 224-5950 or email [transcripts@lausd.net](mailto:transcripts@lausd.net).





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### 604. TEACHER ROLLBOOKS

Teacher roll books whether semester or summer/intersession are to be retained for 5 years. They should be boxed and the box marked as to when they may be shredded.

Refer to REF-6294.2 Secondary Official Roll Book, dated 7/11/2016 for additional information.

## CHAPTER 700 - RELEASE OF INFORMATION

### 701. 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. Refer to REF-6593.1, "High School Juniors and Seniors Directory and GPA Information," 10-5-16 and the current "Parent Student Handbook" which is updated annually for release of authorized student information. Care must be taken on the type of information released and to whom it is released. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. The primary purpose of directory information is to allow the school or school district to include information from your child's education records in certain school publications.

Examples include:

- o A playbill, showing your student's role in a drama production
- o The annual yearbook
- o Honor roll or other recognition lists; and
- o Graduation programs

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information: names, addresses and telephone listings, unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Taking the name and number of the caller and calling back may verify telephone requests for directory information. Parent's 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.

### 702. PUPIL RECORDS: PRIVACY, PROTECTION, ACCESS, CHALLENGE

Current District policy regarding the privacy, protection, access and challenge of pupil records is contained in BUL-2469.0 "Pupil Records: Access, Confidentiality and Notice of Educational Rights," 4-24-06 and current "Parent Student Handbook."

### 703. SUBPOENA OF PUPIL RECORDS

The principal of each school or a designee should accept service of subpoenas for pupil records, and comply with the legal requirements of each. See BUL-3489.0 "Procedures for accepting service of summons, complaints and subpoenas," 1-31-07.

### 704. RIGHTS ACCORDED PARENTS OF STUDENTS WITH DISABILITIES

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 should be documented and maintained at the school. A form, such as the sample in Appendix K, Request for Review of Pupil Education Records may be used.



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### 705. 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 a LAUSD reference in resolving concerns of this nature. They also deal with foster children, permits, homeless education program, pregnant and parenting teens, and foreign student admissions. Following is their contact information:

Pupil Services and Attendance  
333 S. Beaudry Ave. 29<sup>th</sup> Floor  
Los Angeles, CA 90017  
Phone (213) 241-3844 Fax (213) 241-6858

The Youth Justice Court systems also have 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 at many of the Courts. These court liaisons are doing school business and school should do all they can to help the LAUSD students being served within these systems. Following is their contact information:

#### Youth Justice Courts

##### Juvenile Dependency Courts

Edmund D. Edelman Children's Court - 201 Centre Plaza Drive, Monterey Park 91754 (323) 307-8098  
Alfred J. McCourtney Juvenile Justice Center – 1040 W. Avenue J, Lancaster. CA 93534 (661) 483-5924

##### Juvenile Delinquency Courts

- (1) Eastlake (Eastlake Juvenile Court) – 1601 Eastlake Ave, Los Angeles 90033 (323) 227-4399
- (2) Inglewood (Inglewood Juvenile Courthouse) – 110 Regent St, Inglewood 90301(310) 419-5255
- (3) Compton (Compton Courthouse) - 200 W. Compton Blvd, Compton 90220 (310) 761-4349
- (4) Sylmar (Sylmar Juvenile Courthouse) – 16350 Filbert St, Sylmar 91342 (818) 364-2111
- (5) Lancaster (Alfred J. McCourtney Juvenile Justice Center) – 1040 W. Avenue J, Lancaster 93534 (661) 483-5924
- (6) Long Beach (Governor George Deukmejian) – 275 Magnolia, Long Beach 90802 (562) 256-2312
- (7) Pomona (Pomona Courthouse South) – 400 Civic Center Plaza, Pomona 91766 (909) 502-1195
- (8) Downey (Los Padrinos Juvenile Courthouse)– 7281 E. Quill Dr, Downey 90242

### 706. ACCESS TO EDUCATIONAL RECORDS

A. The following persons or agencies have mandatory access to student records:

- Natural parents, adoptive parents, legal guardians (unless the school has been advised that the individual does not have authority under applicable state law governing matters such as guardianship, separation, and divorce)
- Student aged 16 or who have completed 10<sup>th</sup> grade
- Parent/guardian of a student over 18 if a dependent adult
- School officials and employees for legitimate educational purposes
- School attendance and review board members (SARB)
- Other public schools in California where the student has enrolled (parent/student notification required)
- Private schools or out-of-state schools where the student has enrolled (parent/student notification required)
- Federal, state, and county officials for program audits and compliance purposes
- Agencies specified by law (for example, an agency investigating child abuse)
- Those authorized by court order to have educational rights for the student (notification to parent/eligible student is required to release information)

B. The following persons or agencies may have access to student records:

- Appropriate persons in an emergency
- Agencies or organizations in connection with an emergency
- Accrediting associations
- Organizations conducting studies on behalf of the District



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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- Persons or agencies authorized by the parent, guardian or student (if over 18 and educational rights have been transferred to the student)
  - Member 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. 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 of consent has transferred to the student.
- D. 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.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## APPENDIX A – CUMULATIVE RECORD HANDBOOK DISPLAY

LAST NAME: _____ FIRST: _____ BIRTH DATE: MONTH _____ DAY _____ YEAR _____ PLACE OF CITY: _____ PRIOR SCHOOL SCHOL NAME: _____ CITY: _____ STATE: _____		CHECK SEX M <input type="checkbox"/> F <input type="checkbox"/> HOW VERIFIED: _____	(THIS CUMULATIVE RECORD IS CONFIDENTIAL INFORMATION FOR PROFESSIONAL USE) PHOTOGRAPHS _____ SSID # _____	Page 13 Section 204 Page 12 Section 203- H Page 12 Section 203- I Page 12 Section 203-G
<b>1. IDENTIFICATION DATA</b>				
<b>MIDDLE HIGH SCHOOL RECORD</b>				
ALL SUBJECTS RECORDED IN THIS SECTION ARE GRADE LEVEL OF COLUMN IN WHICH POSTED, UNLESS OTHERWISE INDICATED.				
SCHOOL: _____ DATE OF ENTRANCE: _____ DATE OF LEAVING: _____ LEFT TO: _____ SEMESTER ENDING: _____		GRADE 7      GRADE 8      GRADE 9		
FIRST SEMESTER      SECOND SEMESTER		FIRST SEMESTER      SECOND SEMESTER      FIRST SEMESTER      SECOND SEMESTER		
GENERAL SUBJECT FIELD: ENGLISH SOCIAL STUDIES MATHEMATICS SCIENCE FOREIGN LANGUAGE PRACTICAL ARTS ART MUSIC PHYSICAL EDUCATION		SPECIFIC SUBJECT TITLE    SEM PER CREDITS    MARKS IN SUBJECTS    WORK HABITS    COOPERATION		
Fall 6 <sup>th</sup> Grade Page 36 Section 501 – D1 Spring 6 <sup>th</sup> Grade Summer/Intersession		Fall 7 <sup>th</sup> Grade Page 36 Section 501 – D1 Spring 7 <sup>th</sup> Grade Summer/Intersession		
		Page 36 Section 501 – D1-i		Page 36 Section 501-D1-j
<b>3. EXPLANATION OF MARKS AND ABBREVIATIONS</b>		<b>4. TRANSCRIPT RECORD</b>		
SUBJECT MARKS: A - Markedly Superior B - Superior C - Satisfactory D - Needs to Improve F - Little or no progress INC - Incomplete NM - No Mark WORK HABITS AND COOPERATION: E - Excellent S - Satisfactory U - Unsatisfactory SPECIAL CLASSES: AP - Advanced Placement E - Academically Enriched H - Honors ESL - English Second Language S - Special Education R - Remedial		DATE: _____ TRANSCRIPT SENT TO: _____ DATE: _____ TRANSCRIPT SENT TO: _____		
		Page 43 Section 509-A		
<b>5. SENIOR HIGH SCHOOL RECORD</b>				
SCHOOL: _____ DATE OF ENTRANCE: _____ DATE OF LEAVING: _____ LEFT TO: _____ SEMESTER ENDING: _____				
FIRST SEMESTER      SECOND SEMESTER		FIRST SEMESTER      SECOND SEMESTER      FIRST SEMESTER      SECOND SEMESTER		
ENGLISH SOCIAL STUDIES SCIENCE MATHEMATICS FOREIGN LANGUAGE ART BUSINESS EDUCATION MUSIC HOME MAKING WORK EXPERIENCE INDUSTRIAL ARTS PHYSICAL EDUCATION				
Page 43 Section 509-B				
TOTAL SEMESTER PERIODS CREDIT: CURRENT    CUMULATIVE    CURRENT    CUMULATIVE    CURRENT    CUMULATIVE    CURRENT    CUMULATIVE    CURRENT    CUMULATIVE    CURRENT    CUMULATIVE				
<b>6. EXTRA SEMESTERS IN SENIOR HIGH SCHOOL</b>				<b>7. GRADUATION DATA</b>
SCHOOL: _____ DATE OF ENTRANCE: _____ DATE OF LEAVING: _____				DATE OF GRADUATION FROM SENIOR HIGH SCHOOL: MONTH _____ DAY _____ YEAR _____ CLASS RANK: _____ NO IN CLASS: _____ G.P.A.: _____ EXPLANATION: A 4 B 3 C 2 PRINCIPAL'S SIGNATURE: _____ TRANSCRIPT CERTIFIED BY: _____ PRINCIPAL'S SIGNATURE: _____ HIGH SCHOOL: _____
Page 41 Section 506-E CHPSE label				Page 43 Section 509-C



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

<small>LAST NAME      FIRST      MIDDLE</small>			<b>9. ADDRESSES</b>			<b>10. HOME BACKGROUND</b>		
<b>8. INFORMATION CONCERNING HOME</b>			HOME ADDRESS			DATE		
NAME			SEP	DEAD	DATE	SIBLINGS-OLDER		
FATHER						SIBLINGS-YOUNGER		
MOTHER								
GUARDIAN								
OCCUPAT			RELATIONSHIP	DATE	PHONE	<b>11. INDIVIDUAL STUDY</b>		
						DATE	GRADE	CA
								FOR M INITIAL
						SEE INDIVIDUAL STUDY		
						SEE INDIVIDUAL STUDY		
<b>12. TEST LABELS</b>			<b>NORM REFERENCED TESTS</b>			<b>PETENCY TESTS</b>		
Page 13 Section 204			Page 13 Section 205			Page 14 Section 206		
Page 40 Section 506						Page 40 Section 504		
<b>COLLEGE ENTRANCE TESTS</b>								
Page 41 Section 506-D								
<b>13. SIGNIFICANT INFORMATION</b>						<b>ORAL LANGUAGE TESTS</b>		
<small>Report information concerning attendance, maturation characteristics, activities, education and vocational plans.</small>						<b>HOME LANGUAGE</b>		
DATE	GRADE	COMMENTS				SIGN EACH ENTRY		
<b>SECTION 13 SIGNIFICANT INFORMATION</b>						Page 41 Section 506-F		
Page 42 Section 507								
<b>14. HONORS - AWARDS - SPECIAL PROGRAMS</b>								
<small>(Date and sign each entry)</small>								
DATE	GRADE	COMMENTS				SIGN EACH ENTRY		
Page 42 Section 508						Page 32 Section 506-H ASVAB label		

FORM 34-H-103 REV. 8/88  
C/C 9661213801



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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## APPENDIX B – DISTRICT BULLETIN LOCATER

- BUL-1040.3, "Credit for Concurrent Enrollment in HS & Community College," 4-19-16  
BUL-1055, "Grade Point Average (GPA) for Class Rank Determination," 6-7-04  
BUL-1353.1, "Marking Practices and Procedures in Secondary Schools," 12-23-05  
BUL-1545.1, "International Student Transcripts," 9-2-15  
BUL-1757.2, "Equivalent Academic Courses in Adult Education for Senior High School Diploma Credit," 4-8-16  
BUL-1758.1, "Adult School Academic Course Options for Concurrently Enrolled Students," 10-3-16  
BUL-1926.2, "Requests to Change a Pupil's Grade," 3-25-16  
BUL-2433, "Challenging the Content of a Pupil's Record," 4-3-06  
BUL-2457.1, "Physical Education Exemptions," 6-19-09  
BUL-2469.0, "Pupil Records: Confidentiality, Access, and Notice of Educational Rights," 4-24-06  
BUL-2528.1, "K-12 Physical Education Programs," 12-21-09  
BUL-2533.1, "Procedures for Granting Equivalency and Achievement Marks for Languages other than English (LOTE)," 5-5-16  
BUL-3448.2, "Master Plan Folder for English Learners K-12," 2-18-16  
BUL-3489, "Procedures for Accepting Service of Summons, Complaints and Subpoenas," 1-31-07  
BUL-5528, "Cumulative Records for Public School Choice & Charter Schools," 6-29-11  
BUL-5526.6, "Procedures For Requesting Educationally Related Records of Students with Disabilities," 11-14-16  
BUL-5703.2, "Names and/or Gender of Pupils for Purposes of School Records," 7-17-14  
BUL-6452.2, "2015-2016 Graduates, Completers and Dropout Lists," 9-6-16  
BUL-6576, "Graduation Requirements for Graduating Class of 2015," 1-13-15  
BUL-6593.1, "High School Juniors and Seniors Directory and GPA Information," 9-27-16  
BUL-6718.0, "Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System," 8-8-16  
BUL-6779.0, "Guidelines for Independent Study." If unable to locate, contact the Division of Instruction.  
BUL-6780.0, "AB288 College and Career Access Pathways Dual Enrollment in High School and Community College." If unable to locate, contact the Division of Instruction.  
BUL-6118.0, "District Policy Regarding Transfer of Cumulative Records Between District and Charter Schools," 9-29-13  
BUL-6837.0, "Pupils in the Entertainment and Allied Industries." If unable to located, contact the Division of Instruction.  
BUL-6838.0, "Criteria for Granting Instructional Credit in Secondary Schools." If unable to locate, please contact the Division of instruction.
- MEM-5814.4, "Chronological Age Calculator 16-17," 8-8-16  
MEM-6733.1, "Credit Recovery Program Opportunities," 11-8-16
- REF-911, "Career Pathways Graduation Requirement," 4-12-04  
REF-912, "Applied Technology Graduation Requirement," 4-12-04  
REF-913.1, "Computer Literacy Graduation Requirement," 1-16-13  
REF-1885, "New ROCP Course Numbers Aligned with Career Pathways," 7-26-05  
REF-1963.1, "Graduation Year Guidelines to Determine Requirements for The Diploma and For MiSiS Records," 3-13-17  
REF-3605, "Service Learning Graduation Requirement and SIS Data Entry," 3-12-07  
REF-5523, "Procedures for Granting Credit for Special Programs," 6-20-11  
REF-5670.2, "Online Programs for Secondary Schools," 7-17-15.  
REF-5679.0, "Procedures for Notifying Students in Foster Care of the Exemption to Graduation Requirements (AB 167), 3-20-12  
REF-5886.1, "Student Enrollment in Service Courses," 8-16-16  
REF-6294.2, "Secondary Official Roll Book," 7-10-14  
REF-6554.1, "2016-2017 Opening Day Procedures: Supplemental Guide and Updates," 8-8-16  
REF-6593.0, "High School Juniors and Seniors Directory and GPA Information," 10-5-16  
REF-6609, "The Suspension of CAHSEE as a Graduation Requirement for Classes of 2006-2014," 11-9-15  
REF-6646.3, "2017-2018 Next Year Enrollment for All Students," 3-3-17

"Parent Student Handbook" – Most recent version



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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### APPENDIX C – WEB ADDRESSES FOR PUBLIC AND PRIVATE SCHOOLS

Whenever a pupil presents evidence of work completed in a school not known to the counselor, the status of the school may be determined by reference to one of the publications listed below. If the name of the school does not appear in any of the publications, or if there is doubt as to the status of the school, the counselor should investigate further. These publications are helpful in locating school addresses.

1. List of schools online at: [www.cds.ca.gov/re/sd](http://www.cds.ca.gov/re/sd)

Select the type of school, enter the name of the school and click search.

2. Schools in LA County

List of schools online at: [www.lacoe.edu](http://www.lacoe.edu) click on School Districts, then School District Directory, then Public Schools Directory  
Los Angeles County Office of Education

Web site: [www.lacoe.edu](http://www.lacoe.edu)

3. Western Association of Schools and Colleges Directory WASC Inc.

List of schools online at: [www.acswasc.org](http://www.acswasc.org) click on then Directory of Schools  
There are links to the Southern California Office on the web page.



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### **APPENDIX D – RULES FOR SERVICE WORKERS**

#### ETHICS

1. Understand that everything that takes place in the Counseling Office is confidential.
2. Do not look over reports, letters or other material that may be visible on office desks, as such material is often of a confidential nature.

#### APPEARANCE

1. Present a well-groomed appearance appropriate to a business office.

#### MANNERS

1. Be courteous and helpful at all times.
2. Speak in a low voice.
3. Be respectful of others in the office and do not interrupt others when they are talking.
4. Do not concern yourself with the conversation of others.

#### DEPENDABILITY

1. Learn general office routine as quickly as possible.
2. Make accuracy the rule in everything done. It is more important than speed.
3. Follow instructions carefully and concentrate on the work.
4. Use time wisely and keep busy. Always bring class work or a library book that you can read if there is nothing for you to do. Don't visit with the clerks or students in the office.
5. Maintain a good attendance record and avoid tardiness.

#### INITIATIVE

1. Learn the appropriate procedures and phrases for answering the telephone.
2. Devise the quickest and easiest way to do a job with a maximum of accuracy.
3. Do not wait to be told to do something. Go ahead with tasks that are your responsibility. Try to help as much as possible.





**LOS ANGELES UNIFIED SCHOOL DISTRICT  
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**APPENDIX E**

\_\_\_\_\_ **SCHOOL**  
(School name)

**CHANGE OF FINAL MARK FORM**

Date: \_\_\_\_\_

I request that the mark of: \_\_\_\_\_  
(Print) Student's Last Name, First Grade Birthdate

be changed in: \_\_\_\_\_  
Course Title Period Semester Year

From:	Academic mark	Work Habits	Cooperation
To:	Academic mark	Work Habits	Cooperation

Reason for change \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

The teacher must submit this request to the APSCS/Administrative Designee in the counseling office personally.

Approved: \_\_\_\_\_  
Assistant Principal, SCS/Designee Date

The teacher must also change the mark in the **roll book**. Mark changed and initialed in roll book:

\_\_\_\_\_  
Teacher's Signature Date Verified by: Counseling office staff

Route To: Computer (MiSiS): \_\_\_\_\_  
Computer Operator Date

Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Individual(s) Responsible for Eligibility: \_\_\_\_\_

Cumulative Record Changed: \_\_\_\_\_  
Credit Clerk Date

FILE THIS FORM WITH STUDENT'S CUMULATIVE RECORD WHEN COMPLETED.



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
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**APPENDIX F – HISTORICAL RECORD OF GRADUATION REQUIREMENTS LAUSD**

**During the years 1944-1961**      150 Total Credits Required

<b>Curriculum Grades 10-12</b>	<b>Grad Yrs 1962 - 1972</b>	<b>Graduation Years 1973 – 1974</b>	<b>Grad Yrs 1975-1976</b>	<b>Grad Yrs 1977 - 1979</b>	<b>Grad Yr 1980</b>
<b>English</b>	20	20 Courses in: English Skills - Reading, Listening, and Speaking; Literature Language and Composition	20	25 Composition course added	25
<b>Social Studies</b>	25	20 Courses in: American History and Government (10) Social Studies electives (10)	20	20	20
<b>Math</b>	10	10 Courses in: Operational Skills; Understanding and Problem Solving; (5 credits may be met in grade 9)	10	10	10
<b>Science</b>	15	10 Courses in: Basic Concepts, Theories, & Processes of Scientific Investigation; (Must include an annual course)	10	10	10
<b>Health</b>	10	5	5	5	5
<b>P.E.</b>	30	30	30	30	20
<b>Dr. Ed./Guidance</b>	5				
<b>Fine Arts</b>	5				
<b>Practical Arts</b>	5				
<b>Major Sequence</b>	25				30
<b>Single Subject Field Emphasis</b>		15 to 25 Concentration in department of high interest	15 or 25	15 or 25	
<b>Demonstrated Performance Skills</b>			15 or 25 Demonstrate standards of skill performance for employment	15 or 25	
<b>Complementary Courses (Electives)</b>		15 to 20 Four areas of study building upon skills developed in courses that meet the basic curriculum requirements (70 credits required if 5 credits math are taken in grade 9)	15 to 20	15 to 20	35
<b>Local School Academic Requirement</b>		10 Will vary by school – courses required of all students or opportunity to meet each student’s needs		10	10
<b>Credits Required</b>	150	160	160	165	165
<b>Additional Requirements</b>					Sharp Test required



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**HISTORICAL RECORD OF GRADUATION REQUIREMENTS LAUSD (Continued)**

<b>Curriculum Grades 10-12</b>	<b>Graduation Year 1981</b>	<b>Graduation Year 1982</b>	<b>Graduation Years 1983 - 84</b>	<b>Graduation Year 1985</b>	<b>Graduation Year 1986</b>
<b>English</b>	25	25	25	30 grades 10-12 40 grades 9-12 English 9AB English 10AB 11 <sup>th</sup> - American Lit Comp and Composition 12 <sup>th</sup> – Composition and English elective (12 <sup>th</sup> grade English elect recommended)	30 grades 10-12 40 grades 9-12 English 9AB English 10AB 11 <sup>th</sup> - American Lit Comp and Composition 12 <sup>th</sup> – Composition and English elective (12 <sup>th</sup> grade English elective recommended)
<b>Social Studies</b>	20	20	20	30 9/10 - World History AB 11 - US History AB 12 - US Govt & Econ	30 9/10 - World History AB 11 - US History AB 12 - US Govt & Econ
<b>Math</b>	10	10	10	20 (grades 9-12)	20 (grades 9-12)
<b>Science</b>	10	10	10	20 (grades 9-12) 10 credits bio sci emphasis 10 credits physical sci emphasis	20 (grades 9-12) 10 credits bio sci emphasis 10 credits physical sci emphasis
<b>Health</b>	5	5	5	5	5
<b>P.E.</b>	20	10	10	20 (grades 9 & 10)	20
<b>Ed &amp; Career Planning</b>				2.5 (recommended, not req.)	2.5 (recommended, not req.)
<b>Required Option</b>				2.5 (recommended, not req.)	2.5 (recommended, not req.)
<b>Fine Arts or Foreign Language</b>				10	
<b>Technical Arts</b>				10	
<b>Major Sequence</b>	30	30	30	30 Special Interest Cluster	30
<b>Complementary Courses - Electives</b>	30	30	30	50	50
<b>Local Academic Req.</b>	10	10	10		
<b>Total Credits</b>	160	150	150	160 (grades 10-12) 210 (grades 9-12)	165 (grades 10-12) 215 (grades 9-12)
<b>Additional Requirements</b>	Proficiency required in SHARP WRITE: Sr TOPICS	Proficiency required in SHARP WRITE: Sr TOPICS	Proficiency required in SHARP WRITE: Sr TOPICS	Proficiency required: SHARP WRITE: Sr TOPICS	Competencies Reading: CTBS/U Reading or SHARP Math: CTBS/U Math or TOPICS Language: CTBS/U Language and WRITE: Sr



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**HISTORICAL RECORD OF GRADUATION REQUIREMENTS LAUSD (Continued)**

<b>Curriculum Grades 9-12</b>	<b>Graduation Year 1987</b>	<b>Graduation Year 1988</b>	<b>Graduation Years 1989-1990</b>	<b>Graduation Year 1991-1997</b>
English English 9AB English 10AB 11 <sup>th</sup> - American Lit Comp and Contemporary Composition 12 <sup>th</sup> – Comp course and English elective	40	40	40	40
Social Studies 9 or 10 - World History AB 11 - US History AB 12 - US Govt & Econ	30 World History may be met with 1 semester World History & 1 semester SS elective	30	30	30
<b>Math</b> 9-12 Requirement	20	20	20	20
Science 9-12 Requirement 10 credits course with bio sci emphasis 10 credits course with physical sci emphasis	20	20	20	20
<b>Health</b>	5 (10-12 requirement)	5	5	5
<b>P.E.</b> Grades 9 and 10	20	20	20	20
<b>Ed &amp; Career Planning</b>	2.5	2.5	2.5	2.5
<b>Required Option</b>	2.5	2.5	2.5	2.5
<b>Fine Arts or Foreign Language</b> Foreign language may substitute for fine arts	10	10	10	10
<b>Technical Arts</b> Fine arts may substitute for tech arts if foreign language taken for fine arts.	10 If student reads 2 years below grade level, must take Reading	10	10	10
<b>Special Interest Cluster</b>	30	30	30	
<b>Complementary Courses – Electives</b>	50	30	30	60
<b>Total Credits</b> 220 grades 9-12	170 for schools grades 10-12	220 all students grades 9-12	220	220
<b>Additional Requirements</b>	Competencies <u>Reading:</u> CTBS/U Reading or SHARP <u>Math:</u> CTBS/U Math or TOPICS <u>Language:</u> CTBS/U Language and WRITE: Sr	Competencies <u>Reading:</u> CTBS/U Reading or SHARP <u>Math:</u> CTBS/U Math or TOPICS <u>Language:</u> CTBS/U Language and WRITE: Sr	Competencies <u>Reading:</u> CTBS/U Reading or SHARP <u>Math:</u> CTBS/U Math or TOPICS <u>Language:</u> CTBS/U Language and WRITE: Sr	Competencies <u>Reading:</u> CTBS/U Reading or SHARP or 20 credits of C <u>Math:</u> CTBS/U Math or TOPICS or 20 credits of C <u>Language:</u> CTBS/U Language or WRITE: Sr Objective or 20 credits of C <u>Writing:</u> WRITE: Sr



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## HISTORICAL RECORD OF GRADUATION REQUIREMENTS LAUSD (Continued)

Curriculum Grades 9-12	Graduation Year 1998-2001	Graduation Year 2002	Graduation Year 2003	Graduation Year 2004 - 2005	Graduation Years 2006 - 2007
English English 9AB English 10AB 11 <sup>th</sup> - American Lit Comp and Contemporary Composition 12 <sup>th</sup> – Comp course and English elective	40	40	40	40	40
Social Studies 10 – WHG: Mod WI AB 11 - US History AB 12 – Principles Am Democracy & Econ	30	30	30	30	30
<b>Math</b> 9-12 Requirement	20	20	20 College Prep Math If Algebra 1AB is passed, may use 10 credits of a pre- algebra course	20 College Prep Math	20 College Prep Math
<b>Science 9-12 Requirement</b> Lab science 10 credits biological sci 10 credits physical science	20	20	20	20	20
<b>Health</b> Grade 9	5	5	5	5	5
<b>P.E.</b> Grades 9 and 10	20	20	20	20	20
<b>Life Skills in the 21<sup>st</sup> Century</b> Grade 9	5 Life Skills or Ed Career Planning	5 Life Skills	5 Life Skills	5	5
<b>Fine Arts or Foreign Language</b> Foreign language may substitute for fine arts through 2002	10	10	10 Visual and Performing Arts	10 Visual and Performing Arts	10 Visual and Performing Arts
<b>Technical Arts</b> Fine arts may substitute for tech arts if foreign language taken for fine arts through 2002	10	10	10 Applied Technology	10 Applied Technology	10 Applied Technology
<b>Electives</b>	60	60	70	70	70
<b>Total Credits</b> 220 grades 9-12	220	220	230	230	230
<b>Additional Requirements</b>	Competencies Reading: Eng/LA CST SHARP 20 cr of C Math: Math CST TOPICS 20 cr of C Language: Eng/LA CST WRITE Obj 20 Cr of C Writing: WRITE Sr	Competencies Reading: Eng/LA CST SHARP 20 cr of C Math: Math CST TOPICS 20 cr of C Language: Eng/LA CST WRITE Obj 20 Cr of C Writing: WRITE Sr	Competencies Reading: Eng/LA CST STEPS SHARP 20 cr of C Math: Math CST STEPS TOPICS 20 cr of C Language: Eng/LA CST STEPS WRITE Obj 20 Cr of C Writing: WRITE Sr STEPS	2004 & beyond Demonstrate Computer Literacy	2006 & beyond: Identify a Career Pathway  2006 & beyond: SB-172 removed CAHSEE as a graduation requirement, REF-6609  2007 & beyond: Service Learning



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**HISTORICAL RECORD OF GRADUATION REQUIREMENTS LAUSD (Continued)**

**2008 - 2011 GRADUATION REQUIREMENTS AND MINIMUM COLLEGE ADMISSION “A-G”**

<b>SUBJECT</b>	<b>HIGH SCHOOL GRADUATION Grades 9 – 12</b> <i>Students must be enrolled in “A-G” course requirements</i> <b>230 credits needed to graduate</b>	<b>UNIVERSITY OF CALIFORNIA “A-G” Requirements</b>  <i>Grades of C or better</i>	<b>CALIFORNIA STATE UNIVERSITY “A-G” Requirements</b>  <i>Grades of C or better</i>	<b>PRIVATE COLLEGES</b>  <i>Grades of C or better</i>	<b>COMMUNITY COLLEGES</b>  <i>Grades of C or better</i>
<b>Social Studies “A” Requirement</b>	<b>30 credits</b> World History AB US History AB Principles of American Democracy Economics	<b>2 years:</b> World History, US History, or Principles of American Democracy  <b>AP courses are recommended</b>	<b>2 years:</b> World History, US History, or Principles of American Democracy  <b>AP courses are recommended</b>	<b>2-3 years:</b> World History, US History, Principles of American Democracy, and College preparatory electives recommended  <b>AP courses are recommended</b>	<b>No subject requirements</b>  Must be 18 years of age, a high school graduate or Possess a high school proficiency test certificate
<b>English “B” Requirement</b>	<b>40 credits</b> English 9, English 10 11 <sup>th</sup> grade American Lit & Cont. Comp 12 <sup>th</sup> grade Composition & an English Lit elective	<b>4 years:</b> College Preparatory English  <b>AP/additional courses are recommended</b>	<b>4 years:</b> College Preparatory English  <b>AP/additional courses are recommended</b>	<b>4 years:</b> College Preparatory English  <b>AP/additional courses are recommended</b>	
<b>Mathematics “C” Requirement</b>	<b>20 credits</b> College Prep Math: Alg. 1, Geometry, Alg. 2 or higher levels (2009-2011 Must enroll in math in 11 <sup>th</sup> grade) Adv. App. Math <b>Additional courses are recommended</b>	<b>3 years:</b> Algebra 1, Geometry, Algebra 2  <b>AP/additional courses are recommended</b>	<b>3 years:</b> Algebra 1, Geometry, Algebra 2  <b>AP/additional courses are recommended</b>	<b>3-4 years:</b> College preparatory Math each year  <b>AP/additional courses are recommended</b>	<b>Please note:</b>  <i>Students are most successful when they continue to take the college preparatory courses suggested for each semester.</i>  <i>Students are also encouraged to enroll in honors, Advanced Placement and other rigorous courses</i>
<b>Lab Science “D” Requirement</b>	<b>20 credits total</b> <b>10 credits</b> Biological Science (Biology) <b>10 credits</b> Phys Science (Chemistry or Physics, ICS1)	<b>2 years:</b> Lab Science –  <b>3-4 courses are recommended</b>	<b>2 years:</b> Lab Science  <b>3-4 courses are recommended</b>	<b>3-4 years:</b> Lab Science	
<b>World Languages “E” Requirement</b> (Language Other Than English)	Not required for graduation but recommended	<b>2 years:</b> Same World Language <b>AP and 3-4 courses are recommended</b>	<b>2 years:</b> Same World Language <b>AP and 3-4 courses are recommended</b>	<b>3-4 years:</b> Same World Language <b>AP courses are recommended</b>	



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**HISTORICAL RECORD OF GRADUATION REQUIREMENTS LAUSD (Continued)**

**2008 - 2011 Graduation Requirements and Minimum College Admission “A-G” Requirements (Continued)**

<b>SUBJECT</b>	<b>HIGH SCHOOL GRADUATION Grades 9 – 12 <i>Students must be enrolled in “A-G” course requirements</i>  230 credits needed to graduate</b>	<b>UNIVERSITY OF CALIFORNIA “A-G” Requirements  <i>Grades of C or better</i></b>	<b>CALIFORNIA STATE UNIVERSITY “A-G” Requirements  <i>Grades of C or better</i></b>	<b>PRIVATE COLLEGES  <i>Grades of C or better</i></b>	<b>COMMUNITY COLLEGES  <i>Grades of C or better</i></b>
<b>Visual/Performing Arts “F” Requirement</b>	<b>10 credits</b> Visual/Performing Arts	<b>1 year:</b> Visual and Performing Arts (same discipline)	<b>1 year:</b> Visual and Performing Arts (same discipline)	Visual & Performing Arts courses may count as electives	
<b>Electives “G” Requirement</b>	<b>70 credits</b>	<b>1 year or more:</b> Advanced courses in Math, English, Visual/Performing Arts, Lab Science, World Language, and/or Social Studies	<b>1 year:</b> Advanced courses in Math, English, Visual/Performing Arts, Lab Science, World Language, and/or Social Studies	College preparatory electives in the subject area of interest	
<b>Applied Technology</b>	<b>10 credits</b>		Career Technical Education courses accepted		
<b>Physical Education</b>	<b>20 credits</b>	None	None	None	None
<b>Health</b>	<b>5 credits</b>	None	None	None	None
<b>Life Skills</b>	<b>5 credits</b>	None	None	None	None
<b>Total Credits to Graduate</b>	<b>230 credits</b>				
<b>Additional Non-Course Requirements</b>	1. Computer Literacy 2. Career Pathway 3. Service Learning				
<b>Assessments</b>	SB-172 Removed CAHSEE as a graduation requirement, REF-6609	SAT Reasoning Test <b>or</b> ACT plus Writing Analytical Writing Placement Exam (Subject A)	SAT Reasoning Test <b>or</b> ACT Placement exams in: English EPT <b>and</b> Math ELM	SAT Reasoning Test <b>or</b> ACT SAT Subject Tests are required for some colleges	Placement exams for English, Mathematics and Chemistry



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
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**HISTORICAL RECORD OF GRADUATION REQUIREMENTS LAUSD (Continued)**

**2012 - 2013 GRADUATION REQUIREMENTS AND MINIMUM COLLEGE ADMISSION “A-G”**

SUBJECT	HIGH SCHOOL GRADUATION Grades 9 – 12 <i>Students must be enrolled in “A-G” course requirements</i>  <i>230 credits needed to graduate</i>	UNIVERSITY OF CALIFORNIA “A-G” Requirements  <i>Grades of C or better</i>	CALIFORNIA STATE UNIVERSITY “A-G” Requirements  <i>Grades of C or better</i>	PRIVATE COLLEGES  <i>Grades of C or better</i>	COMMUNITY COLLEGES  <i>Grades of C or better</i>
<b>Social Studies</b> <i>“A” Requirement</i>	<b>30 credits</b> World History and Geography: Modern World US History Principles of American Democracy Economics (G)	<b>2 years:</b> World History, US History, or Principles of American Democracy  <b>AP courses are recommended</b>	<b>2 years:</b> World History, US History, or Principles of American Democracy  <b>AP courses are recommended</b>	<b>2-3 years:</b> World History, US History, Principles of American Democracy, and College preparatory electives recommended  <b>AP courses are recommended</b>	<b>No subject requirements</b>  Must be 18 years of age, a high school graduate or Possess a high school proficiency test certificate
<b>English</b> <i>“B” Requirement</i>	<b>40 credits</b> English 9, English 10 American Literature & Contemporary Composition 12 <sup>th</sup> grade Composition & an English Literature elective	<b>4 years:</b> English  <b>AP/additional courses are recommended</b>	<b>4 years:</b> English  <b>AP/additional courses are recommended</b>	<b>4 years:</b> English  <b>AP/additional courses are recommended</b>	
<b>Mathematics</b> <i>“C” Requirement</i>	<b>20 credits</b> College Preparatory Math: Algebra 1, Geometry, Algebra 2 or higher levels (Must enroll in math 9-11) Adv. App. Math (12 <sup>th</sup> grade) If Geometry is not met  <b>Additional courses are recommended</b>	<b>3 years:</b> Algebra 1, Geometry, Algebra 2  <b>AP/additional courses are recommended</b>	<b>3 years:</b> Algebra 1, Geometry, Algebra 2  <b>AP/additional courses are recommended</b>	<b>3-4 years:</b> College preparatory Math each year  <b>AP/additional courses are recommended</b>	<b>Please note:</b>  <i>Students are most successful when they continue to take the college preparatory courses suggested for each semester.</i>  <i>Students are also encouraged to enroll in honors, Advanced Placement and other rigorous courses</i>
<b>Lab Science</b> <i>“D” Requirement</i>	<b>20 credits total</b> <b>10 credits</b> Biological Science (Biology) <b>10 credits</b> Physics Science (Chemistry or Physics, ICS1)	<b>2 years:</b> Lab Science – including at least 2 of the three foundational subjects of Biology, Chemistry, and Physics  <b>3-4 courses are recommended</b>	<b>2 years:</b> Lab Science  <b>3-4 courses are recommended</b>	<b>3-4 years:</b> Lab Science	
<b>World Languages</b> <i>“E” Requirement</i>  (Language Other Than English)		<b>2 years:</b> Same World Language  <b>AP and 3-4 courses are recommended</b>	<b>2 years:</b> Same World Language  <b>AP and 3-4 courses are recommended</b>	<b>3-4 years:</b> Same World Language  <b>AP courses are recommended</b>	





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**HISTORICAL RECORD OF GRADUATION REQUIREMENTS LAUSD (Continued)**

**2012 - 2013 Graduation Requirements and Minimum College Admission “A-G” Requirements (Continue)**

<b>SUBJECT</b>	<b>HIGH SCHOOL GRADUATION Grades 9 – 12</b> <i>Students must be enrolled in “A-G” course requirements</i>  <i>230 credits needed to graduate</i>	<b>UNIVERSITY OF CALIFORNIA “A-G” Requirements</b>  <i>Grades of C or better</i>	<b>CALIFORNIA STATE UNIVERSITY “A-G” Requirements</b>  <i>Grades of C or better</i>	<b>PRIVATE COLLEGES</b>  <i>Grades of C or better</i>	<b>COMMUNITY COLLEGES</b>  <i>Grades of C or better</i>
<b>Visual/Performing Arts</b> <i>“F” Requirement</i>	<b>10 credits</b> Visual/Performing Arts	<b>1 year:</b> Visual and Performing Arts	<b>1 year:</b> Visual and Performing Arts	Visual & Performing Arts courses may count as electives	
<b>Electives</b> <i>“G” Requirement</i>	<b>70 credits or 75 credits</b> (if non-course options for Life Skills, is selected)	<b>1 year or more:</b> Advanced courses in Math, Arts, English, Lab Science, World Language, or Social Sciences	<b>1 year:</b> Advanced courses in Math, Arts, English, Lab Science, World Language, or Social Sciences	College preparatory electives in the subject area of interest	
<b>Applied Technology</b>	<b>10 credits</b>		Career Technical Education courses accepted		
<b>Physical Education</b>	<b>20 credits</b>	None	None	None	None
<b>Health</b>	<b>5 credits</b>	None	None	None	None
<b>Life Skills</b> <i>With Principal approval, requirement may be met by an approved option</i>	<b>5 credits</b>	None	None	None	None
<b>Total Credits to Graduate</b>	<b>230 credits</b>				
<b>Additional Non-Course Requirements</b>	Computer Literacy Career Pathway Service Learning				
<b>Assessments</b>	SB-172 Removed CAHSEE as a graduation requirement, REF-6609	SAT Reasoning Test <b>or</b> ACT plus Writing Analytical Writing Placement Exam (Subject A) College major may require SAT Subject Tests	SAT Reasoning Test <b>or</b> ACT Placement exams in: English EPT <b>and</b> Math ELM	SAT Reasoning Test <b>or</b> ACT  SAT Subject Tests are required for some colleges	Placement exams for English, Mathematics and Chemistry



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**HISTORICAL RECORD OF GRADUATION REQUIREMENTS LAUSD (Continued)**

**2014 Graduation Requirements and Minimum College Admission “A-G” Requirements**

<b>SUBJECT</b>	<b>HIGH SCHOOL GRADUATION Grades 9 – 12</b> <i>Students must be enrolled in “A-G” course requirements</i>  <i>230 credits needed to graduate</i>	<b>UNIVERSITY OF CALIFORNIA “A-G” Requirements</b>  <i>Grades of C or better</i>	<b>CALIFORNIA STATE UNIVERSITY “A-G” Requirements</b>  <i>Grades of C or better</i>	<b>PRIVATE COLLEGES</b>  <i>Grades of C or better</i>	<b>COMMUNITY COLLEGES</b>  <i>Grades of C or better</i>
<b>Social Studies “A” Requirement</b>	<b>30 credits</b> World History and Geography: Modern World US History Principles of American Democracy Economics (G)	<b>2 years:</b> World History, US History, or Principles of American Democracy  <b>AP courses are recommended</b>	<b>2 years:</b> World History, US History, or Principles of American Democracy  <b>AP courses are recommended</b>	<b>2-3 years:</b> World History, US History, Principles of American Democracy, and College preparatory electives recommended  <b>AP courses are recommended</b>	<b>No subject requirements</b>  Must be 18 years of age, a high school graduate or Possess a high school proficiency test certificate
<b>English “B” Requirement</b>	<b>40 credits</b> English 9, English 10 American Literature & Contemporary Composition 12 <sup>th</sup> grade Composition & an English Literature elective	<b>4 years:</b> English  <b>AP/additional courses are recommended</b>	<b>4 years:</b> English  <b>AP/additional courses are recommended</b>	<b>4 years:</b> English  <b>AP/additional courses are recommended</b>	
<b>Mathematics “C” Requirement</b>	<b>20 credits</b> College Preparatory Math: Algebra 1, Geometry, Algebra 2 or higher levels (Must enroll in math 9-11) Adv. App. Math (12 <sup>th</sup> grade) If Geometry is not met  <b>Additional courses are recommended</b>	<b>3 years:</b> Algebra 1, Geometry, Algebra 2  <b>AP/additional courses are recommended</b>	<b>3 years:</b> Algebra 1, Geometry, Algebra 2  <b>AP/additional courses are recommended</b>	<b>3-4 years:</b> College preparatory Math each year  <b>AP/additional courses are recommended</b>	<b>Please note:</b>  <i>Students are most successful when they continue to take the college preparatory courses suggested for each semester.</i>  <i>Students are also encouraged to enroll in honors, Advanced Placement and other rigorous courses</i>
<b>Lab Science “D” Requirement</b>	<b>20 credits total</b> <b>10 credits</b> Biological Science (Biology) <b>10 credits</b> Physics Science (Chemistry or Physics, ICS1)	<b>2 years:</b> Lab Science – including at least 2 of the three foundational subjects of Biology, Chemistry, and Physics  <b>3-4 courses are recommended</b>	<b>2 years:</b> Lab Science  <b>3-4 courses are recommended</b>	<b>3-4 years:</b> Lab Science	
<b>World Languages “E” Requirement</b>  (Language Other Than English)		<b>2 years:</b> Same World Language  <b>AP and 3-4 courses are recommended</b>	<b>2 years:</b> Same World Language  <b>AP and 3-4 courses are recommended</b>	<b>3-4 years:</b> Same World Language  <b>AP courses are recommended</b>	



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**HISTORICAL RECORD OF GRADUATION REQUIREMENTS LAUSD (Continued)**

**2014 Graduation Requirements and Minimum College Admission “A-G” Requirements (Continue)**

<b>Visual/Performing Arts “F” Requirement</b>	<b>10 credits</b> Visual/Performing Arts	<b>1 year:</b> Visual and Performing Arts	<b>1 year:</b> Visual and Performing Arts	Visual & Performing Arts courses may count as electives	
<b>Electives “G” Requirement</b>	<b>75 credits</b>	<b>1 year or more:</b> Advanced courses in Math, Arts, English, Lab Science, World Language, <b>or</b> Social Sciences	<b>1 year:</b> Advanced courses in Math, Arts, English, Lab Science, World Language, <b>or</b> Social Sciences	College preparatory electives in the subject area of interest	
<b>Applied Technology</b>	<b>10 credits</b>		Career Technical Education courses accepted		
<b>Physical Education</b>	<b>20 credits</b>	None	None	None	None
<b>Health</b>	<b>5 credits</b>	None	None	None	None
<b>Total Credits to Graduate</b>	<b>230 credits</b>				
<b>Additional Non-Course Requirements</b>	Computer Literacy Career Pathway Service Learning				
<b>Assessments</b>	SB-172 Removed CAHSEE as a graduation requirement, REF-6609	SAT Reasoning Test <b>or</b> ACT plus Writing Analytical Writing Placement Exam (Subject A) College major may require SAT Subject Tests	SAT Reasoning Test <b>or</b> ACT Placement exams in: English EPT <b>and</b> Math ELM	SAT Reasoning Test <b>or</b> ACT  SAT Subject Tests are required for some colleges	Placement exams for English, Mathematics and Chemistry



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## HISTORICAL RECORD OF GRADUATION REQUIREMENTS LAUSD (Continued)

### 2015 Graduation Requirements and Minimum College Admission “A-G” Requirements

SUBJECT	HIGH SCHOOL GRADUATION Grades 9 – 12 <i>Students must be enrolled in “A-G” course requirements</i>  <i>230 credits needed to graduate</i>	UNIVERSITY OF CALIFORNIA “A-G” Requirements  <i>Grades of C or better</i>	CALIFORNIA STATE UNIVERSITY “A-G” Requirements  <i>Grades of C or better</i>	PRIVATE COLLEGES  <i>Grades of C or better</i>	COMMUNITY COLLEGES  <i>Grades of C or better</i>
<b>Social Studies “A” Requirement</b>	<b>30 credits</b> World History and Geography: Modern World US History Principles of American Democracy Economics (G)	<b>2 years:</b> World History, US History, or Principles of American Democracy  <b>AP courses are recommended</b>	<b>2 years:</b> World History, US History, or Principles of American Democracy  <b>AP courses are recommended</b>	<b>2-3 years:</b> World History, US History, Principles of American Democracy, and College preparatory electives recommended  <b>AP courses are recommended</b>	<b>No subject requirements</b>  Must be 18 years of age, a high school graduate or Possess a high school proficiency test certificate
<b>English “B” Requirement</b>	<b>40 credits</b> English 9, English 10 American Literature & Contemporary Composition 12 <sup>th</sup> grade Composition & an English Literature elective	<b>4 years:</b> English  <b>AP/additional courses are recommended</b>	<b>4 years:</b> English  <b>AP/additional courses are recommended</b>	<b>4 years:</b> English  <b>AP/additional courses are recommended</b>	
<b>Mathematics “C” Requirement</b>	<b>20 credits</b> College Preparatory Math: Algebra 1, Geometry, Algebra 2 or higher levels (Must enroll in math 9-11) Adv. App. Math (12 <sup>th</sup> grade) If Geometry is not met  <b>Additional courses are recommended</b>	<b>3 years:</b> Algebra 1, Geometry, Algebra 2  <b>AP/additional courses are recommended</b>	<b>3 years:</b> Algebra 1, Geometry, Algebra 2  <b>AP/additional courses are recommended</b>	<b>3-4 years:</b> College preparatory Math each year  <b>AP/additional courses are recommended</b>	<b>Please note:</b>  <i>Students are most successful when they continue to take the college preparatory courses suggested for each semester.</i>  <i>Students are also encouraged to enroll in honors, Advanced Placement and other rigorous courses</i>
<b>Lab Science “D” Requirement</b>	<b>20 credits total</b> 10 credits Biological Science (Biology) 10 credits Physics Science (Chemistry or Physics, ICS1)	<b>2 years:</b> Lab Science – including at least 2 of the three foundational subjects of Biology, Chemistry, and Physics  <b>3-4 courses are recommended</b>	<b>2 years:</b> Lab Science  <b>3-4 courses are recommended</b>	<b>3-4 years:</b> Lab Science	
<b>World Languages “E” Requirement</b>  (Language Other Than English)		<b>2 years:</b> Same World Language  <b>AP and 3-4 courses are recommended</b>	<b>2 years:</b> Same World Language  <b>AP and 3-4 courses are recommended</b>	<b>3-4 years:</b> Same World Language  <b>AP courses are recommended</b>	



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**HISTORICAL RECORD OF GRADUATION REQUIREMENTS LAUSD (Continued)**

<b>2015 Graduation Requirements and <u>Minimum</u> College Admission “A-G” Requirements (Continue)</b>					
<b>SUBJECT</b>	<b>HIGH SCHOOL GRADUATION</b> Grades 9 – 12 <i>Students must be enrolled in “A-G” course requirements</i> <i>230 credits needed to graduate</i>	<b>UNIVERSITY OF CALIFORNIA “A-G” Requirements</b>  <i>Grades of C or better</i>	<b>CALIFORNIA STATE UNIVERSITY “A-G” Requirements</b>  <i>Grades of C or better</i>	<b>PRIVATE COLLEGES</b>  <i>Grades of C or better</i>	<b>COMMUNITY COLLEGES</b>  <i>Grades of C or better</i>
<b>Visual/Performing Arts</b> <i>“F” Requirement</i>	<b>10 credits</b> Visual/Performing Arts	<b>1 year:</b> Visual and Performing Arts	<b>1 year:</b> Visual and Performing Arts	Visual & Performing Arts courses may count as electives	
<b>Electives</b> <i>“G” Requirement</i>	<b>75 credits</b>	<b>1 year or more:</b> Advanced courses in Math, Arts, English, Lab Science, World Language, or Social Sciences	<b>1 year:</b> Advanced courses in Math, Arts, English, Lab Science, World Language, or Social Sciences	College preparatory electives in the subject area of interest	
<b>Applied Technology</b>	<b>10 credits</b>		Career Technical Education courses accepted		
<b>Physical Education</b>	<b>20 credits</b>	None	None	None	None
<b>Health</b>	<b>5 credits</b>	None	None	None	None
<b>Total Credits to Graduate</b>	<b>230 credits</b>				
<b>Additional Non-Course Requirements</b>	None				
<b>Assessments</b>		SAT Reasoning Test or ACT plus Writing Analytical Writing Placement Exam (Subject A) College major may require SAT Subject Tests	SAT Reasoning Test or ACT Placement exams in: English EPT and Math ELM	SAT Reasoning Test or ACT  SAT Subject Tests are required for some colleges	Placement exams for English, Mathematics and Chemistry



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## APPENDIX G - GRADUATION REQUIREMENTS LAUSD

### 2016 - 2019 Graduation Requirements and Minimum College Admission "A-G" Requirements

Comparison Chart of LAUSD High School Graduation Requirements and CSU, UC, Private and Community Colleges						
Subject	LAUSD HIGH SCHOOL GRADUATION (Grade of "D" or better is required)	CALIFORNIA STATE UNIVERSITY (Grade of "C" or better is required)	UNIVERSITY OF CALIFORNIA (Grade of "C" or better is required)	PRIVATE COLLEGES (Grade of "C" or better is required)	COMMUNITY COLLEGES	
Subject Requirements and Non-Course Requirements	"A" Social Sciences	3 years: World History AB US History AB Principles Am Democracy Economics	2 years: 1 year – World Hist., Geog. Culture from "A" or "G" 1 year – US Hist. or ½ US Hist. and ½ Prin. Am Dem	2 years: 1 year – World History, Geog. Culture from "A" 1 year – US Hist. or ½ US Hist. and ½ Prin. Am Dem	2-3 years: World History US History Prin. Am Dem	No Subject Requirements
	"B" English	4 years English 9AB English 10AB Am Lit/Cont. Comp ERWC AB or Expo Comp/English Elective	4 years	4 years	4 years	Must be 18 years of age, a high school graduate OR Possess a high school proficiency test certificate  Students are most successful when they continue to take college preparatory courses.  Students are also encouraged to enroll in honors, Advanced Placement and other rigorous courses
	"C" Mathematics	3 years Algebra 1 Geometry AB Algebra 2AB (In addition to middle school math, students must enroll in math in Grades 9-11)	3 years Algebra 1 Geometry AB Algebra 2AB  <i>Validation rules apply*</i>	3 years Algebra 1 Geometry AB Algebra 2AB  <i>Validation rules apply*</i> <i>Geometry AB must be attempted to use an ADV Level math course to validate the entire math requirement</i>	3-4 years College Preparatory mathematics each school year	
	"D" Science	2 years 1 year – Biological 1 year – Physical	2 years 1 year – Biological from "D" or "G" 1 year – Physical from "D" or "G"	2 years 2 out of the 3 categories of Biology, Chemistry and Physics	3-4 years Lab Sciences	
	"E" Language other than English (LOTE)	2 years Same language <i>Validation rules apply*</i>	2 years Same language <i>Validation rules apply*</i>	2 years Same language <i>Validation rules apply*</i>	3-4 years Same language	
	"F" Visual & Performing Arts (VPA)	1 year Same discipline	1 year Same discipline	1 year Same discipline and in sequence	VPA courses may count as electives	
	"G" College Prep Elective	1 year No introductory courses	1 year No introductory courses	1 year No introductory courses	College preparatory courses in area of interest	
	Physical Education	2 years				
	Health	1 semester				
	Service Learning Project	Verified and recorded in MiSiS				
Career Pathway Selection	Verified and recorded in MiSiS					
Total Credits	210					
Additional requirements		Min GPA: 2.0 SAT or ACT EPT/MPT	Min GPA: 3.0 SAT or ACT SAT Subject Tests	Min GPA: varies SAT or ACT SAT Subject Tests		

\*Validation applies only with marks of "C" or better



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## APPENDIX H GRADUATION REQUIREMENTS LAUSD

### 2020 Graduation Requirements and Minimum College Admission “A-G” Requirements

Comparison Chart of LAUSD High School Graduation Requirements and CSU, UC, Private and Community Colleges						
Subject	LAUSD HIGH SCHOOL GRADUATION (Grade of “D” or better is required)	CALIFORNIA STATE UNIVERSITY (Grade of “C” or better is required)	UNIVERSITY OF CALIFORNIA (Grade of “C” or better is required)	PRIVATE COLLEGES (Grade of “C” or better is required)	COMMUNITY COLLEGES	
Subject Requirements and Non-Course Requirements	“A” Social Sciences	3 years: World History AB US History AB Principles Am Democracy Economics	2 years: 1 year – World Hist., Geog. Culture from “A” or “G” 1 year – US Hist. or ½ US Hist. and ½ Prin. Am Dem	2 years: 1 year – World History, Geog. Culture from “A” 1 year – US Hist. or ½ US Hist. and ½ Prin. Am Dem	2-3 years: World History US History Prin. Am Dem	No Subject Requirements
	“B” English	4 years English 9AB English 10AB Am Lit/Cont. Comp ERWC AB or Expo Comp/English Elective	4 years	4 years	4 years	Must be 18 years of age, a high school graduate OR Possess a high school proficiency test certificate
	“C” Mathematics	3 years Algebra 1 Geometry AB Algebra 2AB (In addition to middle school math, students must enroll in math in Grades 9-11)	3 years Algebra 1 Geometry AB Algebra 2AB  <i>Validation rules apply*</i>	3 years Algebra 1 Geometry AB Algebra 2AB  <i>Validation rules apply*</i> <i>Geometry AB must be attempted to use an ADV Level math course to validate the entire math requirement</i>	3-4 years College Preparatory mathematics each school year	
	“D” Science	2 years 1 year – Biological 1 year – Physical	2 years 1 year – Biological from “D” or “G” 1 year – Physical from “D” or “G”	2 years 2 out of the 3 categories of Biology, Chemistry and Physics	3-4 years Lab Sciences	Students are most successful when they continue to take college preparatory courses.
	“E” Language other than English (LOTE)	2 years Same language <i>Validation rules apply*</i>	2 years Same language <i>Validation rules apply*</i>	2 years Same language <i>Validation rules apply*</i>	3-4 years Same language	
	“F” Visual & Performing Arts (VPA)	1 year Same discipline	1 year Same discipline	1 year Same discipline and in sequence	VPA courses may count as electives	Students are also encouraged to enroll in honors, Advanced Placement and other rigorous courses
	“G” College Prep Elective	1 year No introductory courses	1 year No introductory courses	1 year No introductory courses	College preparatory courses in area of interest	
	Physical Education	2 years				
	Health	1 semester				
	Service Learning Project	Verified and recorded in MiSiS				
	Career Pathway Selection	Verified and recorded in MiSiS				
	Total Credits	210				
	Additional requirements		Min GPA: 2.0 SAT or ACT EPT/MPT	Min GPA: 3.0 SAT or ACT SAT Subject Tests	Min GPA: varies SAT or ACT SAT Subject Tests	

\*Validation applies only with marks of “C” or better



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## POLICY BULLETIN

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### APPENDIX I – 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 secondary 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.

#### I. Secondary Cumulative Records

- 1. Maintenance of all cumulative records is supervised by the school office clerical staff under the direction of the Assistant Principal, Secondary Counseling Services/Administrative Designee.
- 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 English Learners.
- 6. An index file 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.

#### II. Recording Information on the Cumulative Record

- 1. Black ink or computer generated labels should be used to record information on the cum.
- 2. All anecdotal entries are dated and signed.
- 3. All corrections are crossed out with a diagonal line, dated and signed.
- 4. Additions to computer final mark labels are dated and initialed.
- 5. Summer school entries are dated and signed.
- 6. Address is kept current.
- 7. The Student District ID number is entered by school of last attendance.
- 8. Test labels and report card labels are applied to the cumulative record promptly.
- 9. Persons applying labels are apprised of the importance of matching the name and birth date of the student with the name and birth date on the cum

#### III. 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 ten 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 ten days of receipt of request.
- 4. Before records are sent to a requesting school, information regarding date of leaving, name of receiving school, 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 owe school fees.

#### IV. Release of Information

- 1. Confidentiality of student records is strictly maintained.
- 2. Parent, student, volunteer 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 a 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.





## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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### STUDENT RECORDS REVIEW CHECK LIST – continued

#### V. Office Procedures

- 1. There is a current updated cumulative record handbook available for all assigned clerical staff.
- 2. The school office staff are kept informed by the APSCS/Administrative designee of current District policies that impact office responsibilities.
- 3. Current bulletins pertaining to counseling office responsibilities are available and have been reviewed by staff.
- 4. The following items are available:
  - a. Master schedule
  - b. Faculty list/Room list
  - c. Homeroom list
  - d. Frequently used telephone numbers
  - e. Bell schedule
  - f. Counselor's schedule
  - g. School calendar
  - h. School schedule
  - i. School bulletins
- 5. Student service workers are informed of their responsibilities and carefully supervised while in the office.



## APPENDIX J

### 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 secondary schools in the 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.

#### I. MIDDLE 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.
  - \_\_\_\_\_ b. Next school location is entered in Section 2 or 5
- \_\_\_\_\_ 2. Valid copy of document verifying date of birth.
- \_\_\_\_\_ 3. Valid copies of parent/guardian 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
- \_\_\_\_\_ 8. SSID number is clearly posted on the cum folder as described in Section 203.

#### II. SENIOR HIGH SCHOOLS

- \_\_\_\_\_ 1. Secondary 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.
  - \_\_\_\_\_ b. Next school location is entered in Section 2 and 5
- \_\_\_\_\_ 2. Valid copy of document verifying date of birth.
- \_\_\_\_\_ 3. Valid copies of parent/guardian 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.
- \_\_\_\_\_ 8. All stickers and labels are securely attached in their appropriate sections
- \_\_\_\_\_ 9. SSID number is clearly posted on the cum folder as described in Section 203.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## APPENDIX K

### REQUEST FOR REVIEW OF PUPIL EDUCATION RECORDS

A parent's written request to review records should be documented and maintained at the school. A form, such as the following sample, *Request for Review of Pupil Education Records* may be used.

Los Angeles Unified School District		
_____		
School		
<u>Request for Review of Pupil Education Records</u>		
I request an appointment with the principal, or other staff member designated by the principal, for the purpose of reviewing my child's education records during regular school hours. My preference for such appointment is as follows:		
Date: _____		
Time: _____		
_____	_____	_____
Date Signed	Signature of Parent/Guardian	Print Name



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**APPENDIX L**

**SAMPLE REQUEST FOR TRANSCRIPT**

\_\_\_\_\_ **SCHOOL**  
*(Please Print)*

**I. STUDENT INFORMATION**

Student's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade: \_\_\_\_ Track: \_\_\_\_ Graduation Date: \_\_\_\_/\_\_\_\_

**II. TYPE OF TRANSCRIPT**

\_\_\_\_ Official Copy: Generally, colleges, universities or other postsecondary institutions request an official copy of transcripts. Also, employers, military, scholarship organizations or any other party requiring a sealed copy will need an official copy.

\_\_\_\_ Unofficial Copy: Generally, for adult school, to obtain a G.E.D., or for your own personal use.

**III. ITEMS TO INCLUDE**

\_\_\_\_ Course Work and Test Scores: Generally, for post-secondary institutions, special programs or scholarship organizations.  
LAUSD includes SAT/ACT and AP test scores with the transcript unless the student requests not to release these test scores.

\_\_\_\_ Course Work Only: Generally, for employers, military or if there is doubt about sending test scores.

**IV. DISTRIBUTION**

\_\_\_\_ I will pick up.

\_\_\_\_ Please mail to:

College/Scholarship/Program: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Student's Signature: \_\_\_\_\_

\_\_\_\_\_ Office Use \_\_\_\_\_

Date filed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Form given to School Clerical Staff \_\_\_\_\_ Copy to College/Academic Counselor \_\_\_\_\_



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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### APPENDIX M

#### LOST CUMULATIVE RECORD RECONSTRUCTION

To help with the reconstruction of the cum, consider the following:

##### Cumulative Record Card

Using enrollment forms, the emergency card, the registration card and/or MiSiS screens to complete both sides of the cumulative card.

##### Health Information

Reconstruct a California State Immunization Record (CSIR) using the MiSiS Student Profile Screen -> Miscellaneous -> Immunizations and Health Screening. Parent must submit an additional copy of the Immunization Record issued by a Health Center or Family doctor. Reconstruct a Health Card (Form 34-EH-6).

##### Interventions

Print the intervention history from MiSiS -> Student Profile -> Support -> Interventions. Print the screen and include it in the Intervention Folder. If there is more than one page, print all pages.

##### Master Plan

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 was re-classified in MiSiS and is now designated as RFEP, print the Reclassification Label using MiSiS. Place it on the area of the cum marked "Reclassification Test Label"

If the student was reclassified in SSIS, a replacement label cannot be printed.

For initial and annual CELDT information, labels can be reprinted using MiSiS. (Original labels were provided by the test vendor) Attach them to the Annual CELDT Test Labels Cumulative Card Insert. On the CELDT Test Label Card – type or handwrite the following: "Original Cumulative Folder Lost" or "Duplicate"

##### Report Cards

Access grades by printing a MiSiS Transcript Report. Use Black ink to hand post all final marks in the correct grade level section of the cum.

##### Testing Information

For California Content Standards Tests scores, use MiSiS – Student Profile -> Academics -> Test Scores to print the student's test score History.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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