

## Most Frequently Asked Questions for Cumulative Records for Secondary Schools

**1. For whom do I create a cumulative record?**

- a. For a student who has never been in an LAUSD school.
- b. For a student who matriculates from elementary to middle school.

**2. If a record is lost or misplaced, who is responsible?**

The replication of a lost cum should take place at the school where it was lost. On the front page of the record, write or type in black ink the following: "Original cumulative record card lost".

**3. Where do I get identification information for the cumulative record?**

If a student is coming from a District elementary school, you would use the Elementary Cum information, a certified copy of the birth record, statement by local registrar, or baptismal. If information is not available, you will use an Affidavit for Proof of Age of Minor (Form 51.72).

**4. Do I need to print out the date of birth such as December 1, 2000?**

No, you would print by using numbers such as 12-1-00.

**5. When a student matriculates from elementary to middle school do I need to create a new health card?**

No, you will request the records from elementary and use the same health card, but create a new cumulative record for middle school.

**6. Do I have to create an Index File Record Card for every student?**

Yes, this index file card is prepared for every student enrolled in the school and is maintained in perpetuity at the school of attendance.

**7. The cumulative record does not say Grade 6 on it, where do the labels for 6<sup>th</sup> Grade go?**

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.

**8. Where do I place summer school labels for middle school?**

Place 6<sup>th</sup> grade summer labels at the bottom of 6<sup>th</sup> grade and place 7<sup>th</sup> grade summer labels at the bottom of 7<sup>th</sup> grade.



**9. Where do summer school grade labels go for high school students?**

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.

**10. Why do I need to create an Index File Record Card for all students?**

The record card is a permanent record and should never be destroyed. Once the student records are requested or sent to the records unit, the index file record card is the only record left at the school to show the student attended there.

**11. What is an SSID number?**

The state assigns the random Statewide Student Identifier to each student to track them as they move from school to school within the state. The SSID should be posted under the microfilm box on cum record or print a new cum label and completely cover the existing label with the newly printed label.



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