

ELEMENTARY CUMULATIVE RECORD CHECKLIST

CUM Envelope

- ☐ Elementary Cumulative Record card
- ☐ LAUSD Test Label cards (3)
 - K-5 (6-11 vertical columns)
 - K-5 (6-11 horizontal columns)
 - CELDT (California English Language Development Test) / ELPAC
- ☐ Enrollment Form
- ☐ Enrollment Check List
- ☐ Copy of Birth Certificate and other legal documents (e.g. court orders, affidavits, etc...)
- ☐ Verification of Residence (copy of utility bill such as water, electric, gas bill) OR Affidavit to Verify Residence
- ☐ Original transcripts or student information from other districts and/or other LAUSD schools
- ☐ Copies of students information from other districts including labels and testing results
- ☐ Report cards from other school districts (not LAUSD, e.g. Charter, Public Choice School, Private, etc...)
- ☐ Directory Information
- ☐ California School Immunization Record (blue)
- ☐ Oral Health Assessment Letter/Waiver
- ☐ Parent Assurance Letter (PAL)
- ☐ Title III Immigrant Education Program Questionnaire – REF-062703 (Jan.30, 2019)
- ☐ Folders for Special Services
 - BLUE – Master Plan Folder – English Learner
 - ELD Assessment Portfolio – (folder could be white, yellow, purple, pink or gray)
 - Green – IEP
 - Orange – Gifted
 - Red – Intervention/Intersession – SSPT Documents
 - White – 504 Plan
 - Purple – Migrant Education
- ☐ Ensure the SSID# is posted on the CUM as indicated on page 8 of CUM Handbook (2018)

HEALTH RECORD FILE

- ☐ Health Record Card
- ☐ Immunization Copies
- ☐ Examination by Physician Card (Orange)
- ☐ Permanent Health History Card (White)

Elementary Schools - Student Emergency Information Card filing system: One copy in the Main Office and one at the Nurse's Office or Health Office

NOTE: When students promotes to next level or changes schools, a copy of the emergency card must be placed in the CUM record.
(Enrollment, Attendance, & Withdrawal Policies and Procedures Manual 2023 – Page 11)



PERSONNEL COMMISSION

Organizational Excellence Classified Training Branch
www.oetraining.net / oetraining@lausd.net
Phone: (213) 241-3440 / Fax: (213) 241-8450