

## SECONDARY CUMULATIVE RECORD CHECKLIST

### IN THE CUM ENVELOPE:

- Secondary Cumulative Record
- Elementary Cumulative Record
- LAUSD Test Label Cards (STAR) Standardized Testing and Reporting (K-5 & 6-11 Vertical columns); CELDT (California English Language Development Test) - (K-5 & 6-11 Horizontal columns); ELPAC English Language Proficiency Assessments for California (TK-4 & 5-12 Horizontal columns)
- CAHSEE (California High School Exit Exam, if applicable)
- Enrollment form
- Office Checklist for Student Enrollment
- Copy of Birth Certificate and other legal documents (e.g. court orders, affidavits, notarized letters)
- Verification of Residence document – copy of utility bill (e.g. gas, water, electricity) Affidavit to Verify Residence.
- Original transcripts or student information from other districts
- Copies of student information from other districts including testing labels and testing results
- Report cards or transcripts from other school districts (not LAUSD)
- Directory Information
- Blue - California School Immunization Record
- Parent Assurance Letter (for students that check-out to non-LAUSD schools)
- Title III Immigrant Education Program – Attachment A – REF-062703, January 30, 2019
- Folders for special services (e.g. Special Ed - green, Section 504 – white, Gifted - orange, Intervention - red, English Language Learners – blue, Migrant Education or American Indian - purple)

### IN THE HEALTH CARD ENVELOPE:

- Health Record Card
- Immunization copies
- Orange – Examination by Physician Card for elementary level or for athletics secondary level
- White – Permanent Health History Card or Temporary Health Card (if applicable)

### ADDITIONAL INFORMATION REGARDING STUDENT EMERGENCY INFORMATION FORM

- Student Emergency Information Form Filing System:
  - A. One copy in the nurse's office or Health Office
  - B. One copy in the Attendance office, Small Learning Community or Academy

**Note:** When a student promotes to the next grade level (from Elementary to Middle School or from Middle to High School) or matriculate from one LAUSD school to another LAUSD School, a copy of the emergency card must be placed in the cumulative record.

(Enrollment, Attendance, & Withdrawal Policies and Procedures Manual 2024-2025 – Page 14)

### COUNSELING OFFICE OR SMALL LEARNING COMMUNITY

- Index File Card – this card is the school's permanent record and should never be destroyed.

Revised 9/19/2024