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Secondary Cumulative Record - Corrections

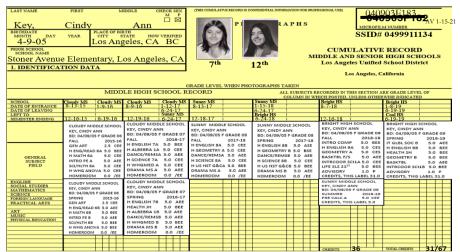
Los Angeles Unified School District - Personnel Commission
Organizational Excellence Classified Training Branch

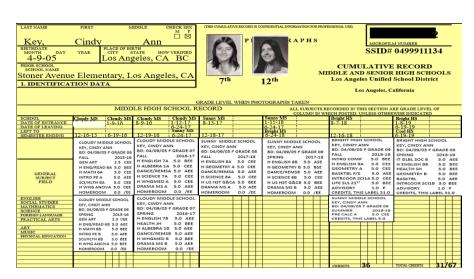


Cumulative Record Handbook For Secondary Schools

Division of Instruction ITD-MiSiS Office of Data and Accountability Student Records and Data Management Workforce Management April 2017 Revision 6.0 Cumulative Record Handbook for Secondary Schools dated April 2017, Version 6.0 – Corrections are listed on Page 45

Corrections on the Secondary Cumulative Record

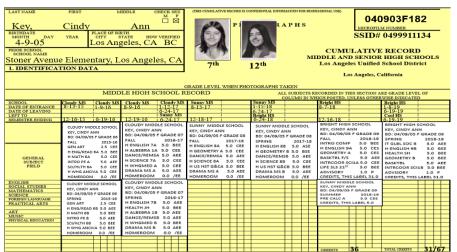


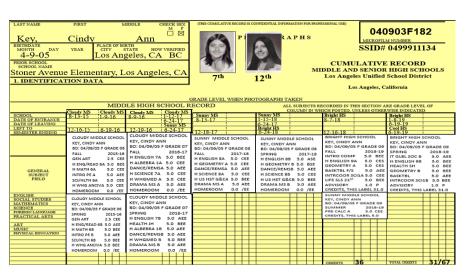


 If errors have been made, line out the incorrect data, insert data, then date and initial the corrected recording.

2. <u>Do Not</u> use white out, yellow out or black out any recording because the cumulative record is an official student's permanent academic record.

Corrections on the Secondary Cumulative Record – Cont.





3. If a label (final grades, test) is inadvertently placed on the wrong cum, it's a best practice to first make a copy of the incorrect label and then proceed to pasting the correct label over the incorrect one.

4. <u>Never</u> use flaps or stapled items to make corrections.