



Secondary Cumulative Record - Corrections

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

This training content is intended to be used as part of an instructor-led course and may lack context or be misconstrued if considered separately.



PERSONNEL COMMISSION

www.oetraining.net
Phone: 213-241-3440 Fax: 213-241-8450



**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



LAST NAME		FIRST	MIDDLE	CHECK SEX	(THIS CUMULATIVE RECORD IS CONFIDENTIAL INFORMATION FOR PROFESSIONAL USE)		MICROFILM NUMBER			
Key,		Cindy	Ann	<input type="checkbox"/> M <input checked="" type="checkbox"/> F	040903F183 040903F183 AV 1-15-21		SSID# 0499911134			
BIRTHDATE		PLACE OF BIRTH	CITY	STATE	HOW VERIFIED	PHOTOGRAPHS				
4-9-05		Los Angeles, CA		BC		7th 12th				
PRIOR SCHOOL SCHOOL NAME Stoner Avenue Elementary, Los Angeles, CA										
1. IDENTIFICATION DATA										
GRADE LEVEL WHEN PHOTOGRAPHS TAKEN										
MIDDLE HIGH SCHOOL RECORD										
ALL SUBJECTS RECORDED IN THIS SECTION ARE GRADE LEVEL OF COLUMN IN WHICH POSTED, UNLESS OTHERWISE INDICATED										
SCHOOL	Cloudy MS	Cloudy MS	Cloudy MS	Cloudy MS	Sunny MS	Sunny MS	Bright HS	Bright HS		
DATE OF ENTRANCE	8-13-15	1-9-16	3-9-16	1-12-17	8-13-17	1-12-17	8-7-18	1-5-19		
DATE OF LEAVING				6-24-17	6-24-17	6-24-17	6-19-19	6-19-19		
LEFT TO				Sunny MS	Bright HS	Bright HS	Cool HS	Cool HS		
SEMESTER ENDING	12-16-15	6-19-16	12-19-16	6-24-17	12-18-17	6-24-18	12-16-18	6-19-19		
GENERAL SUBJECT FIELD	CLCLOUDY MIDDLE SCHOOL KEY, CINDY ANN BD: 04/09/05 F GRADE 06 FALL 2015-16 GEN ART 2.5 CEE H ENGL/READ 6A 5.0 BEE H MATH 6A 5.0 CEE INTRO PE A 5.0 AEE SC/HLTH 6A 5.0 CEE H WHG ANCVIA 5.0 CEE HOMEROOM 0.0 /EE	CLCLOUDY MIDDLE SCHOOL KEY, CINDY ANN BD: 04/09/05 F GRADE 07 FALL 2016-17 H ENGLISH 7A 5.0 BEE H ALBERRA 1A 5.0 CEE DANCE/REMSA 5.0 AEE H SCIENCE 7A 5.0 CEE H WHGMED A 5.0 CEE H WHG ANCVIA 5.0 AEE HOMEROOM 0.0 /EE	SUNNY MIDDLE SCHOOL KEY, CINDY ANN BD: 04/09/05 F GRADE 08 FALL 2017-18 H ENGLISH 8A 5.0 CEE H GEOMETRY A 5.0 CEE DANCE/REMSA 5.0 AEE H SCIENCE 8A 5.0 CEE H US HST G&CB 5.0 BEE H WHG ANCVIA 5.0 AEE HOMEROOM 0.0 /EE	SUNNY MIDDLE SCHOOL KEY, CINDY ANN BD: 04/09/05 F GRADE 08 FALL 2017-18 H ENGLISH 8A 5.0 CEE H GEOMETRY B 5.0 BEE DANCE/REMSA 5.0 AEE H SCIENCE 8B 5.0 CEE H US HST G&CB 5.0 BEE H WHG ANCVIA 5.0 AEE HOMEROOM 0.0 /EE	BRIGHT HIGH SCHOOL KEY, CINDY ANN BD: 04/09/05 F GRADE 09 FALL 2018-19 INTRO COMP 5.0 BEE IT GLBL SOC B 5.0 AEE H ENGLISH 9A 5.0 CEE H ENGLISH 9B 5.0 BEE DANCE/REMSA 5.0 AEE BASKTBL F/5 5.0 AEE INTRCOOR SC11A 5.0 CEE LIFE SLS 21 ST 5.0 BEE ADVISORY 1.0 P CREDITS, THIS LABEL 31.0	BRIGHT HIGH SCHOOL KEY, CINDY ANN BD: 04/09/05 F GRADE 09 FALL 2018-19 INTRO COMP 5.0 BEE IT GLBL SOC B 5.0 AEE H ENGLISH 9B 5.0 BEE HEALTH SH 5.0 BEE GEOMETRY B 5.0 BEE BASKTBL 5.0 AEE INTRCOOR SC11B 5.0 BEE ADVISORY 1.0 P CREDITS, THIS LABEL 31.0				
	ENGLISH									
	SOCIAL STUDIES									
	MATHEMATICS									
	SCIENCE									
	FOREIGN LANGUAGE									
	PRACTICAL ARTS									
	ART									
	MUSIC									
	PHYSICAL EDUCATION									
CREDITS 36 TOTAL CREDITS 31/67										

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



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CREDITS 36 TOTAL CREDITS 31/67										

2. Do Not 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.

LAST NAME Key,		FIRST Cindy		MIDDLE Ann		CHECK SEX <input type="checkbox"/> M <input checked="" type="checkbox"/> F		(THIS CUMULATIVE RECORD IS CONFIDENTIAL INFORMATION FOR PROFESSIONAL USE)		040903F182	
BIRTHDATE MONTH DAY YEAR 4-9-05		PLACE OF BIRTH CITY STATE Los Angeles, CA BC		HOW VERIFIED		PHOTOGRAPHS  		MICROFILM NUMBER SSID# 0499911134		CUMULATIVE RECORD MIDDLE AND SENIOR HIGH SCHOOLS Los Angeles Unified School District Los Angeles, California	
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DATE OF LEAVING				6-24-17		6-24-17		6-24-17		6-24-17	
LEFT TO				Sunny MS		Bright HS		Cool HS		Cool HS	
SEMESTER ENDING	12-16-15	6-19-16	12-19-16	6-24-17	12-18-17	6-24-18	12-16-18	6-24-18	12-16-18	6-24-18	12-16-18
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TOTAL CREDITS											

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.

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4. Never use flaps or stapled items to make corrections.