



# CUMULATIVE RECORD HANDBOOK for Elementary Schools

**Division of Instruction  
ITD-MiSiS  
Office of Data and Accountability  
Student Records and Data Management  
Workforce Management**

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# LOS ANGELES UNIFIED SCHOOL DISTRICT

## CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS

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The cumulative record is a vital pupil record and legal document that is to be maintained in perpetuity as mandated by the California Education Code. It serves as an introduction to the student's next teacher, counselor, or administrator. Reliable information accurately recorded will improve communication about the student from teacher to teacher and school to school.

This publication provides instructions for office procedures and responsibilities as they pertain to creation, maintenance and transfer of student records.

This document contains various district policies and should be referred to when policy is to be followed.

#### **I. OFFICE RESPONSIBILITIES**

##### **A. LEGAL REQUIREMENTS**

1. "The Principal of each school or a certificated designee shall be responsible for the implementation of board and district policies relating to pupil records maintained in that school." [California Code of Regulations, Title 5 (CCR), Sec. 431 (b)]
2. "The Custodian of records shall be responsible for the security of pupil records and shall devise procedures for assuring that access to such is limited to authorized persons." [CCR, Sec. 433 (a)]
3. All schools including Affiliated Charter, Independent Charter and Public School Choice Schools are responsible for maintaining accurate and complete cumulative records in perpetuity as well as for storing and safeguarding them for future retrieval. BUL-6118.0.
4. Upon any school closure, cumulative records must be returned to LAUSD – Local District Office. BUL-5528.0. All records must fully comply with the elementary handbook.

##### **B. CLASSIFICATION OF RECORD**

California Code of Regulations, Title 5, Sec. 432 lists three types of records: Mandatory Permanent Pupil Records, Mandatory Interim Records and Permitted Records.

##### **1. Mandatory Permanent Pupil Records**

"Mandatory permanent pupil records are those records which are maintained in perpetuity and which schools have been directed to compile by California statute, regulations, or authorized administrative directive." (CCR, Sec. 432) "Each school district shall maintain indefinitely all mandatory permanent pupil records or an exact copy thereof for every pupil who was enrolled in a school program within said district. The mandatory permanent pupil record or a copy thereof shall be forwarded by the sending district upon request of the public or private school in which the student has enrolled or intends to enroll." (CCR, Sec. 432)

The maintenance and destruction of pupil records is governed by state and federal laws and regulations. BUL-6887. These records are usually compiled in the elementary and secondary cumulative record (the cum). They are also compiled in the various Student Information Systems such as MiSiS and Welligent. If all the required information is not included in the cumulative record, then other records containing the mandatory permanent information must be maintained. These records must be stored with the cumulative record and stored at the school.

##### **2. Mandatory Interim Records**

These records are usually compiled and maintained for stipulated periods of time, which then can be destroyed.



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### 3. Permitted Records

Pupil records which the district may maintain for appropriate educational purposes, which have clear importance only to the current education process of the student, and may be destroyed when the student is no longer enrolled within LAUSD.

#### C. TYPES OF RECORDS

<b>Mandatory Permanent Class I Cumulative Folders must contain for ALL students</b>	<b>Mandatory Interim Class II Cumulative Folders must contain if applicable</b>	<b>Permitted Class III Cumulative Folder may contain if applicable</b>
<ul style="list-style-type: none"> <li>A. Legal name</li> <li>B. Date of birth</li> <li>C. Verification of date of birth</li> <li>D. Gender/Sex of student</li> <li>E. Place of birth</li> <li>F. Name and address of parent               <ul style="list-style-type: none"> <li>1. Pupil's residence if different</li> <li>2. Annual Verification</li> </ul> </li> <li>G. Dates of Enrollment</li> <li>H. Subjects/Courses Taken</li> <li>I. Grades and credits toward graduation</li> <li>J. Immunizations/exemptions (BUL-1660.8)</li> <li>K. Date of high school graduation or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>A. Access log</li> <li>B. Other Health Records</li> <li>C. Special Education Programs               <ul style="list-style-type: none"> <li>1. Tests</li> <li>2. Forms</li> <li>3. Case Studies</li> <li>4. Authorization and actions</li> </ul> </li> <li>D. Language Training Records</li> <li>E. Progress Reports and warning notices</li> <li>F. Parental restrictions regarding access to directory information</li> <li>G. Re-joiners or duplicate records</li> <li>H. Other parental authorizations or prohibitions</li> <li>I. Standardized tests administered in preceding 3 years.</li> <li>J. Notification of School of Child's/Minor Placement Status (Department of Children and Family Services DCFS form #1399)</li> <li>K. Documentation of participation in the following programs:               <ul style="list-style-type: none"> <li>1. Blue – Master Plan Folder - English Learner - Master Plan Documentation for English Learners.) BUL-3448.2</li> <li>2. ELD Portfolio Folder – (white, yellow, purple, pink or gray)</li> <li>3. Green – IEP - Participation in special education programs including required tests, case studies, authorization, and actions necessary to establish eligibility for admission or</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A. Objective counselor and/or teacher ratings. SSPT information must be entered in MiSiS. BUL-43782.</li> <li>B. Standardized test results older than three years</li> <li>C. All disciplinary notices sent to parents</li> <li>D. Attendance records not covered in the California Code of Regulations, Title 5, Sec. 400.</li> </ul>



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	<p>discharge (IEP) which are saved for 5 years beyond their high school graduation date. (see Special Education Policies and Procedures manual, Appendix A - Guidelines for the IEP Team – Access to Maintenance of Student Records).</p> <ol style="list-style-type: none"><li>4. Orange – Gifted</li><li>5. Red – Intervention/Intersession - SSPT</li><li>6. White – 504 plan</li><li>7. Purple – Migrant Education</li></ol>	
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The MiSiS School Front Office Procedures Class (MNA 180-E) is a mandatory class for SAA's and Office Managers. The Organizational Excellence Training Branch (OE) offers school based office policy and procedures training as well. Both classes are available through the Learning Zone and/or My PLN.

## II. CUMULATIVE RECORD RESPONSIBILITIES

### A. PAPER vs. ELECTRONIC CUMULATIVE RECORD

The goal of LAUSD is to make the electronic cumulative record from various student information systems (MiSiS and Welligent) the student's permanent legal academic record. Additional information currently kept on the cumulative record card will be kept electronically in MiSiS. Until that time, the student's cumulative record card is the permanent legal document that must be kept current, available, confidential and secure. The electronic record must contain the same information. The school office staff is responsible for maintenance of the student cumulative records, both paper and electronic. All information on the cumulative record card must be accurately recorded by typing information or writing in black ink. All information in the electronic record must be kept up to date.

### B. INITIATING A NEW CUMULATIVE RECORD

#### 1. **General Information**

Guidelines for recording on the cumulative record card are listed below. Cumulative Record Card (Form 34-E-4) (Rev. 11/09) (Stock No. 9661213791)

- a. When a student first enrolls in any district school, a cumulative record card is started by the school office staff. The initial information to be recorded is obtained from elementary enrollment forms used at each school. Data is continually entered in the cumulative record card as appropriate. All recording is done by appropriate office staff under the supervision of the Principal.
- b. Recording constitutes a major responsibility of the office staff. It is exceedingly important that such recording be legible, accurate and current.
- c. Recording on the cumulative record card must be done in black ink or the use of a computer label from MiSiS.



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d. Computerized labels when used on Section 1 of the pupil's cumulative record card must contain the complete identification data as required by the California Code of Regulations, Title 5, Sec.432. While computer generated name labels are convenient, they may come off in time. Care should be taken to affix them properly.

### 2. Cumulative Record Card Envelope

A cumulative record envelope is prepared for each student at the time of entering school. Envelopes are used to keep cumulative record material in good order.

### 3. Registration Card

A registration card is prepared for every student enrolled in the school and is maintained in perpetuity at the school of attendance. Information on the card includes:

- The name of the student
- The student's date of birth
- The State Student Identifier (SSID)
- The student's enrollment date (E-date)
- The name of the prior school
- The date and destination the student left (L-date) or the date of culmination
- When the students' records were sent and where they were sent
- The District ID (Upper right hand corner)

FRONT

Below is a sample registration card.

BACK

Name (legal)		Last	First	Middle	Sex
					<input type="checkbox"/> M <input type="checkbox"/> F
Address				Phone	
Change of Address				Phone	
Birth Date	Birthplace (CITY - STATE - COUNTRY)			Proof of Age: <input type="checkbox"/> Bapt. Cert. <input type="checkbox"/> Passport	
				<input type="checkbox"/> Birth Cert. <input type="checkbox"/> Hlth./Vital Stat. <input type="checkbox"/> Affidavit	
Father		Mother		Guardian	
Kgn AM	1	2	3	4	5
Kgn PM					
From			To		
E1. 2. 3. 4. 5. 6. 7.	E1. 2. 3. 4. 5. 6. 7.	B2. F1. J1.	L1. 2. 3. 4. 5. 6. 7. 8. 9.		

Cards Requested	Received	Cards sent to	Date
Name of Person Authorized to Care for Child in Emergency			Phone
Address			
Father's or Guardian's Occupation		Business Address	Phone
Mother's Occupation		Business Address	Phone
Child Living with: <input type="checkbox"/> Guardian		Health Problem	Language of Home
<input type="checkbox"/> Both Parents <input type="checkbox"/> Father <input type="checkbox"/> Mother			

Los Angeles Unified School District  
PUPIL REGISTRATION CARD

Form 34-E-2 (Rev. 12/79)  
Stk. No. 9661221501





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#### 4. **Lost Cum**

Replication of a lost cum should take place at the school where the cum was lost. Using the information from school records including registration card, enrollment form(s), emergency card, and the MiSiS screens, replicating a cum should include the information in sections IIC-1 thru IIN below. See Attachment F (Suggestions to Reconstruct A Lost Cumulative Record File) for additional information. On the front of the cum, write or type in black ink the following: **“Original cumulative record card lost”** or **“Duplicate”**.

#### C. IDENTIFICATION DATA (CUM, SECTION 1)

##### 1. **Name**

Guidelines for recording names on the cumulative record card may be found in BUL-5703.2.

Record legibly the student’s legal last, first and middle names on the top line as they are recorded on the birth certificate. If the birth certificate includes two last names, (father’s, mother’s) type the name exactly as it is on the birth certificate (with or without the hyphen). Handwrite or use computerized labels using black ink.

- Some students born in foreign countries present a birth certificate which lists the student’s first name with no last names but lists the last names of the father and mother on separate lines. When a student’s last name is not listed on the birth certificate as described above, the last name of the student will be indicated as father’s last name <space> mother’s last name. (e.g. Lopez Moreno).
- Record in parentheses and immediately following the surname any other surname by which the student may have been known. Note AKA (Also Known As) beside or above the name.
- If a discrepancy occurs with a student’s name and/or date of birth between the elementary record that is brought over from another LAUSD school and what the parent has indicated on the enrollment paperwork, request a birth certificate to verify information.
- Change a student’s name on school records only under the following conditions:
  - When a student’s name has been changed officially by court proceedings and evidence has been submitted to the school. A copy of the official change must be retained with the cumulative record, See BUL-5703.2.
  - When an “Affidavit for Change of Name of Minor” (form 51.72) has been executed by the parent or parent having legal custody of a child. This affidavit should be retained with the cumulative record. See BUL-5703.2.

In MiSiS, this information is found on the Student Profile page.

To change the student legal name in MiSiS, from the Student profile screen navigate to the Census tab-> Identifying Information->change/correct the legal name->then select the legal name to use from the drop down in the “Use in Rosters” box, then click Save.

##### 2. **Gender (Sex)**

Place a check in the appropriate box for male or female. In MiSiS, this information is found on the Student Profile page.

##### 3. **Date of Birth**

Use numbers with a dash between them for the month, date and year. Be sure that the date is accurate and legible. Be aware when transcribing from foreign transcripts that some countries use differing formats for example (DD) then the month (MM) then year (YY or YYYY).

The format for date of birth on the cum is the USA format: MM/DD/YYYY. In MiSiS, this information is found on the Student Profile page.





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For non-citizen students who have entered the country with refugee status who have no means of birth date verification, see REF-6554.1, See the latest version of the Opening Day Procedures: Supplemental Guide and Updates (Page 5 – Attachment F)

#### 4. **Place of Birth**

a. Record both city and state. If the student is foreign born, enter the city and country of birth.

In MiSiS, this information found on the Student Profile page - Student Information tab.

b. Indicate how the date and place of birth were verified.

Verification of birth date is the responsibility of the elementary school where the student enrolls first.

(1) Enter the name of an acceptable document for the pupil who enters from outside the district or whose school records do not show proper identification. Any one of the following documents, listed in order of preference is acceptable provided that it contains the month, day and year of birth and that it appears valid and unaltered.

(a) A certified copy of the birth record, or

(b) A statement by the local registrar or county recorder certifying the date of birth, or

(c) A baptismal certificate duly attested, or

(d) A passport, or

(e) When none of the above is obtainable, an affidavit signed by the minor's parent, guardian or custodian may be accepted. Use the Affidavit for Proof of Age of Minor REF-6554.2.

In MiSiS, this information can be found in the Student Profile->Enrollment-> Student Information.

#### 5. **School Last Attended**

Record the name and indicate the level of the school from which the student came; Tweedy ES, South Gate, CA.; Muir ES., San Jose, CA.; Grand ES, Portland, OR. Do not assume the school is in Los Angeles. Fill in both city and state.

#### 6. **Photographs**

A photograph card from a district approved photography company may be filed in the cumulative folder. In MiSiS, photos can be viewed on the Student Profile page.

#### 7. **Student's District ID number** – Upper right-hand corner – in the Cumulative Record card area

The student's District ID number may be used to retrieve the student's record in MiSiS when another LAUSD school needs to enroll the student. This number will be the permanent student number used while the student is enrolled in LAUSD.

If not included on the computer-generated label, accurately write the District ID number on the upper right corner of the cumulative record card, the cumulative record envelope and registration card.

In MiSiS, this information can be found on the Student Profile page.

#### 8. **State Student Identification Number** – Upper right corner – in the Cumulative Record card area

The SSID is essential to track students as they move from school to school and between districts within the state. The state assigns the number. Either hand write "SSID#" followed by the 10 digit SSID number in the upper right hand corner of the cum card (See Attachment A) or attach the label to the front of the cum directly over any existing label.

In MiSiS, this information can be found on the Student profile page.



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### D. INFORMATION CONCERNING FAMILY (CUM, SECTION 2)

1. **Name** (If a computer generated label is not being used)
  - a. Record the first and last names of the student's father and mother.
  - b. Record the first and last name of a stepfather or stepmother.
  - c. Record the name of the legal guardian if other than the student's parents.  
In MiSiS, this information can be found on the Student Profile page->Enrollment tab->Parent/Guardian Information.
2. **Separated/Deceased**  
Use this column to indicate the marital status of the parents.
  - a. Write "Sep" if the parents are not living together but are not divorced.
  - b. Write "Div" in the "Sep" column if the parents are divorced.
  - c. Write "Deceased" opposite the name if one of the persons listed is deceased.
3. **Living with Child**  
Indicate with a Yes or No if the parent is/is not living with the child. In MiSiS, this information can be found on the Student Profile->Enrollment tab->Parent Guardian Information.
4. **Birthplace**  
Use this column to indicate the birthplace of the parent.
5. **Siblings** – Names of Brothers and Sisters
  - a. List the names of brothers and sisters in order of decreasing age as listed on the enrollment form "Los Angeles Unified School District Student Enrollment Form".
  - b. Record surnames of brothers and sisters if different from that of the student.
  - c. Indicate multiple births when appropriate (Twin, Triplet, etc).

### E. SIGNIFICANT HEALTH FACTORS (CUM, SECTION 3)

Use this section to enter the date and type of any significant health factors. In MiSiS, if applicable, the student will have a health alert (H) on the Student Profile page.

### F. LAU INFORMATION (CUM, SECTION 4)

Use this section to enter information regarding the student's language classification and Master Plan Program placement. If the Pre-LAS label is already affixed to this section, cover it with the initial CELDT/ELPAC label beginning in the 18-19 school year.

1. Initial CELDT (ending with the 17-18 school year)/ELPAC (beginning with the 18-19 school year) result label should be affixed to the section at the far left when it is received by the school from the Testing Unit.
2. Primary Language Assessment result label should be affixed to the middle section.



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3. If a student is qualified to reclassify, use the mass reclassify screen in MiSiS. Generate the English Learner Reclassification letter and print the label. Place a copy of the letter in the blue folder until a signed parent copy is returned. Once the signed copy of the letter is returned, place it in the cum and remove the unsigned copy. The label should be affixed to the section to the far right of the Cum Section 4. BUL-5619.6.
  4. In the section labeled "HOME LANGUAGE" enter the student's Home Language from the Student Enrollment Form, Section C.#1-D
  5. In the section labeled "PUPIL'S PRIMARY LANGUAGE," enter the student's primary language from MiSiS as generated after all responses on the English Learner Form Section C (Home Language Survey) have been completed. REF-6554.2
  6. In the section labeled "DATE RECLASSIFIED," enter the date the student was reclassified (if applicable).
  7. In the section labeled, "BILP," enter the student's Master Plan program. (Example: Structured English Immersion, Korean Dual Language Program, etc.)
  8. In the section labeled, "BILINGUAL CLASS," enter the student's Initial Language Classification. (Example: IFEP, LEP or EO)
- G. EDUCATIONAL GROWTH AND DEVELOPMENT – TEACHER OBSERVATION (CUM, SECTION 5)
- This section provides a place to record significant information not appearing elsewhere which will contribute to an improved understanding of the student. It is an Administrator's responsibility to screen and evaluate all comments included in this section.
1. Generally, the classroom teacher completes this section, but counselors or other certificated school staff may prepare information for this section. Every entry must be dated and initialed to the left of the written comments. Each teacher to whom a student is assigned is required to complete this section using his or her professional observations about the significant academic progress and/or social/emotional behaviors of the student. Teachers should also indicate what interventions have taken place. All comments must be handwritten using black ink. **Do Not Use Labels.**
  2. An Administrator may provide a list of professional, non-inflammatory report card comments to teachers which may be used for comments in this section. See the link list on page 35 for the complete list of report card comments.
  3. Significant information may include the following areas:
    - a. Any significant life event which may affect a student's academic or social or emotional needs.
    - b. Pertinent recommendations from an individual psychological assessment recorded by the school psychologist.
    - c. Referrals to school services or community agencies.
    - d. Information about enrollment in or removal from a special education program.
    - e. Circumstances of promotion/retention.
    - f. Reasons for frequent transfers.



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### H. INDIVIDUAL STUDY RESULTS (CUM, SECTION 6)

Psychologists indicate any assessments administered to students, the date, the grade and the name of the test used.

1. The Psychologist initials the information.
2. The results are not kept in the cumulative record.

### I. CONFERENCES WITH PARENTS OR GUARDIANS (CUM, SECTION 7)

Teachers and/or administrators document significant conferences with parents during the course of the school year. These conferences do not include "regular" report card conferences unless they discuss the possibility of retention or the need for some type of intervention. Other examples include but are not limited to: SSPT conferences, IEP Meetings, and 504 plan meetings.

### J. SCHOOL HISTORY (CUM, SECTION 8)

#### 1. **School**

- a. Record private or other school districts attended to indicate continuity in school enrollment.
- b. Record enrollment of pupils with disabilities in Pre-Kindergarten Programs.  
Indicate the date the student entered each school or if the student remains at the school but changes grade level or teacher. Indicate the new grade or new teacher and the date the student entered that grade or that teacher's room. (This must match the registration card)  
If the child changes classes, leaves or matriculates to the next grade, indicate the date this happened. Before a child leaves a school or classroom, the teacher should indicate the number of actual days present and days absent during his or her time in class. This is a legal document so care should be taken to use, "The Classroom Attendance Totals by Date Range - Elem," report from MiSiS to determine the student's attendance.

#### 2. **Enrollment**

Enter the E code. (This is usually also entered on the pink slip.)

- a. **Pre-K/TE (E)** indicates that the child is entering as a pre-kindergartener (special education preschool program) or extended transitional kindergarten.
- b. **Same School (E1)** indicates that the child is entering from the same school (or has left but has returned without attending another school in this or another country). If the student has been outside of school more than 15 school days, enter "same school" in MiSiS to indicate a break in continuous enrollment.
- c. **Other LAUSD School (E2)** indicates that the child is entering from another LAUSD school or an affiliated charter school in the LAUSD area.
- d. **Public School Outside District (E3)** indicates that the child is entering from another public school in California including independent charter schools.
- e. **Non-Public School (E4)** indicates that the child is entering from a private or non-public school in California.
- f. **School Outside California (E5)** indicates that the child is entering from outside California.
- g. **First School (E7)** indicates that this is the child's first time in any school. (Transitional Kindergarten and above)

#### 3. **Age Calculator**

Use the age calculator chart to indicate the age in years and months when the child entered the school, classroom or grade. (Refer to most current Chronological Age Calculator.)

Indicate the grade of the student when he/she entered the school or assigned classroom.



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### 4. New Line/New Teacher

For each new line with a new school or a new teacher, the home address and telephone number should be entered or updated. **Dittoes and quotations may not be used.**

- a. Home address and phone number of the student must be current.
- b. If there is no telephone in the home, write "NONE".

### K. SPECIAL NOTATIONS ON CUM RECORD

#### 1. Acceleration and Age-Placement

- a. When a student misses an entire grade because of acceleration or change in age-grade placement, draw a diagonal line through the grade level missed and note the reason, e.g., "Grade placement because of physical and social maturity." Sign and date the entry.
- b. When a chronological gap occurs in a student's educational program, enter the reason, if known, in Section 8, e.g., "Student did not attend any school during the XX-XX school year." Sign and date the entry.

SCHOOL	DATE ENTERED	DATE LEFT	AGE	GRADE	ACTUAL DAYS PRESENT	ACTUAL DAYS ABSENT
	8/13/13	6/12/14	5	K	180	0
Sign & date here	Did not attend during 15-16 school year		6/7	1	0	0
	8/14/16	6/8/17	8/9	2	179	4

#### 2. Repeating a Grade Level

If a student repeats a grade, indicate the repeated grade in section 8 in the grade column by marking a red square around the first year in grade x and the next year in the same grade. For example:

AGE	GRADE	ACTUAL DAYS PRESENT	ACTUAL DAYS ABSENT
7/9	2	165	18
8/9	2	179	4

File the appropriate retention form.

PLEASE NOTE: The only valid retention form for Kindergarten retention is the Kindergarten Continuance Form – Parental Agreement for Pupil to Continue in Kindergarten. This form is mandated by Education Code and can be found in REF-6756.

### L. RECORD OF SPECIAL SERVICES (CUM, SECTION 9)

List the services and school year the student is receiving according to the IEP. For example, 2015-16 – RSP Services.



## **LOS ANGELES UNIFIED SCHOOL DISTRICT**

### **CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS**

**M. READERS AND SOCIAL STUDIES UNITS (CUM, SECTION 10)**

Each year, the teacher must list the publisher and level of the current approved ELA/ELD curriculum under the section titled "Reader" and current approved History/Social Science curriculum under the section titled, "Social Studies."

**N. ADDITIONAL INFORMATION (CUM, SECTION 11)**

Indicate the student grade level, master plan program ex. Dual Language (Korean, Spanish or Mandarin), SEI, ELD Level as recorded on the student progress report and date. (for example – "Grade 3, SEI, ELD 3, 6/30/15")

**O. CORRECTIONS**

If errors have been made, line out the incorrect data, insert data, then date and initial the corrected recording. Do not attempt to eradicate or black out any recording.

1. If a label is inadvertently placed on the wrong cum, it is appropriate to paste the correct label over the incorrect one.
2. Never use flaps or stapled items to make corrections.

**P. ACCESS LOGS**

There are three (3) types of access logs:

1. Access logs are to be maintained for each pupil's record which lists all persons, agencies or organizations or when any person that has written authorization to do so has viewed or requested copies of a cumulative record. This is an ongoing chronological, by date log for the school. BUL- 6887.
2. Access logs posted to the front of an IEP green folder. This log is also used to note when any person that has written authorization to do so has viewed a cumulative record.
3. Access log/list of all school personnel that have access to cumulative records at the school. This list is to be posted on the cumulative record file cabinets.

**Q. BASIC STUDENT IDENTIFICATION DATA IN MiSiS**

MiSiS contains information that is required on the cumulative record card. The items referenced in the cumulative record, section 1 are listed in the appropriate sections. Care must be taken that these fields are accurate and complete as described above.

**R. HEALTH CARD AND CALIFORNIA SCHOOL IMMUNIZATION RECORD**

1. MiSiS should contain all current health and required immunizations given. Data should be updated in MiSiS as soon as it is available to the school.
2. Every student's cumulative record must include a Health Card and a "California School Immunization Record" card. The CSIR card is always kept in the cumulative folder.
3. Health cards are transferred from school to school with the cumulative record, however they are filed separately. Cums are filed for easy access by the office personnel and Health cards are filed in or near the Health Office.

[illegible]

## A. FILING SYSTEMS FOR RECORDS

A well-organized filing system is essential to the efficient operation of an office. The number and type of files maintained within offices varies from school to school. Most schools file cums in the files alphabetically by grade and classroom. Larger groups of records such as those found in upper grade classrooms are sometimes separated by boys in one folder and girls in another.

## 1. Active Files

This file is for students currently enrolled and must be maintained. The cumulative record cards and cumulative record envelopes are filed together in the same file alphabetically by grade level or alphabetically as is most efficient for a school.

## 2. New Student Record File Area

This file is used for students whose cumulative records or transcripts have been requested but not yet received.

- The registration card must be used for monitoring records requested and received. This information should also be added to MiSiS->Student Profile page->Academics->Records request.
- The date and school to which the request for records is mailed is noted on the registration card.
- A cumulative record envelope may be prepared and filed in this temporary file as needed.
- If the records do not arrive within a reasonable time, a second request should be sent.

### 3. Check Out File

This file is used for students who are withdrawing from your school.

- Whenever a student has checked out, the student's cumulative record is removed from the "Active File" and placed in the "Check Out File Area."
- A student's record may be kept in this temporary file until a request has been received.
- Prior to placing the cumulative records in the "Check-Out File," the following must be done:





## LOS ANGELES UNIFIED SCHOOL DISTRICT CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS

- (1) The teacher should complete and initial Sections 5, 8 and any other appropriate sections. The teacher should include a copy of the current report card (MiSiS) for any student who has been with him/her for 15 or more days. To verify the amount of days the student was with the teacher, please view the Classroom Attendance Totals by Date Range - Elem," report from MiSiS.
- (2) Student Health Card is collected from the Health Office and placed in the cum.
- (3) Items to be forwarded to other LAUSD schools with the student's records should be included as part of the record. This includes the following folders:
  - (a) Blue – Master Plan Folder - English Learner
  - (b) ELD Assessment Portfolio – (white, yellow, purple, pink or gray)
  - (c) Green – IEP
  - (d) Orange – Gifted
  - (e) Red – Intervention/Intersession – SSPT Documents
  - (f) White – 504 Plan
  - (g) Purple – Migrant Education
- (4) Ensure the SSID# is posted on the cum as indicated on pg. 8.

#### 4. **Matriculation File**

This file is used in preparation to transferring records to middle schools. Prior to transferring records to middle schools, the following items must be removed:

- Routine discipline notes
- Student work samples
- Progress Reports/Complimentary or Unsatisfactory notices
- Any other non-mandatory interim records

#### 5. **Inactive File (Retired File)**

This file is for student records who are no longer enrolled and the checkout process is complete. The file contains all the student's records that are kept at the school. The "Inactive File" is for those students who have enrolled in private, parochial, or out of the district schools; or students who are unaccounted for.

Mandatory interim records must be retained in accordance with district policies. Examples are:

- a. Registration Card (kept in a separate inactive reg. card file)
- b. Copies of Letters of Recommendations
- c. Home Language Survey (currently part of the enrollment form)
- d. Competency Based Testing Diagnostic Sheets
- e. Test Label Cards
- f. Notification to School of Child's/Minor's placement status (DCFS form #1399)

If the following materials are recorded they can be destroyed with the authorization of the School Administrator. Local school policy may require that the following items be retained for a limited time.

- a. Complimentary or Unsatisfactory notices, Report Cards, Work Samples
- b. Supplemental materials including reports from welfare and attendance workers, correspondence, tests and inventories.

#### B. PROCESSING ENROLLMENT OF INCOMING STUDENTS

The school office clerical staff is responsible for requesting and obtaining student records from former schools.



## **LOS ANGELES UNIFIED SCHOOL DISTRICT**

### **CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS**

#### **1. Transfer of the Cumulative Record from one LAUSD Elementary school to another.**

- a. Note on the registration card, the date and name of the school where the records were sent. These registration cards are to be kept in perpetuity. This information must be entered in MiSiS ->Student Profile page->Academics->Records request
- b. Once the school has requested and received a student's cumulative record, it becomes the new elementary school's responsibility to maintain the record. Records should only be requested for enrolled students. If an elementary school should inadvertently send records for a no-show student, the records are to be returned to the last elementary school the child attended.

#### **2. Student Transfers within the district or from an Affiliated Charter School.**

- a. Request a student's records from the former school upon enrollment. Requests are to be in written form, using the "Request for Student Record" (Form 34-EH-28) not by telephone. The student or parent never transports cumulative records.
- b. Send the "Request for Student Records" form to the previous school of attendance for any student who enrolls at your school. This includes all district and affiliated charter schools as well as independent charter schools. The previous school forwards the cumulative record, the health card, the applicable program folders and the contents of the cumulative record envelope that are important to the educational program of the student.
- c. Students matriculating from an LAUSD elementary school to an LAUSD middle school do not need a Student Transfer Form (PAR). Data is provided for matriculating students via the Next Year Enrollment process in MiSiS.
- d. Pupil records are also transferred electronically in MiSiS according to the next year enrollment processes. Each March elementary schools verify data of culminating students. Beginning in March/April, MiSiS will create a next year enrollment at the middle school to which the student will matriculate. MiSiS processes information in two phases. The first phase will preposition a next year enrollment for each student continuing in grade TE-5. The second phase will preposition a next year enrollment for students, using files received from a variety of offices for enrollment in programs such as Magnet, Dual Language Enrollment, PWT and Zones of Choice. Schools with students who live in optional attendance areas must contact parent/guardian to have parent/guardian select a school of attendance. A transfer record must be entered in MiSiS on the transfer screen which can be found on the Student Profile Page -> Miscellaneous -> Transfers. See the most recent Reference Guide for Next Year Enrollment for All Students.
- e. Also, students who have been selected for the Magnet, Dual Language, PWT or PSC programs do not need a Student Transfer Form (PAR). Student data is provided for these students electronically.

#### **3. Students New to the District**

- a. Send a "Request for Student Records" (Form 34-EH-28) to the previous school.
- b. If the student is entering from a California public school outside of Los Angeles, the previous school forwards either the original cumulative record or a copy of a transcript. When the student's transcript is received, a district cumulative record is initiated and appropriate data are recorded thereon.
- c. Copies of official records and/or transcripts received from schools outside the district are included and maintained as part of the student's cumulative record.
- d. When a student, who has at any time been enrolled in any Los Angeles Unified School, enrolls from outside the Los Angeles school system, it is necessary to obtain the first district elementary cumulative record card and health card in order to have a complete record.



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### CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS

#### 4. Students from Other Countries

- a. When possible, obtain the same general information about the previous schools from foreign countries the student has arrived from. The procedure for creating an electronic cumulative record for students from other countries is the same as students that are new to the district.

#### C. PROCESSING STUDENT CHECK OUTS (CUM, SECTION 5 AND 8)

The school office staff is responsible for performing or monitoring the following tasks:

1. Create a check-off cover sheet to ensure that all records for each student who is leaving are gathered efficiently. Attach it to the folder holding the cumulative record and check off each item listed as it is completed or gathered:
  - a. Gather the cumulative record envelope, cumulative record card, health card, registration card, completed ELD portfolio(s), all appropriate folders listed below in section number 3 and records such as completed progress reports for any student who has attended the school for 15 or more days.
  - b. Record the following data on the cumulative record card (Sections 5 & 8) when the student is checking out
    - (1) Teacher must write a comment on the academic progress of the student, and attendance must be entered. Process the cumulative record card and update all sections before the card is filed, forwarded or photocopied.
    - (2) "The date of leaving" must be entered in black ink. The format should be mm-dd-yyyy.
  - c. Place the cumulative record, health card and envelope in the "check out file" or "the inactive file" until requested. Make a note on the registration card of the date of check out and the new school name.
  - d. Upon receipt of the "Request for Student Records," forward by school mail, the cumulative record, the health card and the contents of the cumulative record envelope to the requesting LAUSD school or affiliated charter school.
  - e. When a school requests a transcript from other than an LAUSD school, such as a private school, start-up independent charter school, agency or authorized person (name appears on the registration card), enter the date and the name of the agency/person to which a copy of transcript is forwarded. If the Independent Charter School Agreement form has been signed and is on file in the Charter School office, the entire cum may be sent. See BUL-6118.0, District Policy Regarding Transfer of Cumulative Records between District and Charter Schools 9/29/10.
  - f. Once the information from the Request for Student Records form has been noted in MiSiS-> Student Profile-> Academics Records Request Screen and on the registration card, the request form can be destroyed.
  - g. Ensure the SSID# is posted on the cum. See Pg. 8 and Attachment A.
2. Record the date and name of the school to which records are forwarded on the registration card, cum envelope and in MiSiS.
3. The following records are kept with the cumulative record and are to be sent to another LAUSD school when records are requested.
  - a. Blue – Master Plan Folder - English Learner
  - b. ELD Portfolio Folder – (white, yellow, purple, pink or gray)
  - c. Green – IEP
  - d. Orange – Gifted
  - e. Red – Intervention/Intersession – SSPT documents
  - f. White – 504 plan



## LOS ANGELES UNIFIED SCHOOL DISTRICT CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS

### g. Purple – Migrant Education

4. A PAR (Student Transfer Form) should be printed and provided to the parent for all students whose parents notify the school that they are leaving the district.  
Enter the leave information in MiSiS on the Withdrawal screen for the student then file PAR in the cum.

### D. CURRENT PUPIL RECORDS TO BE TRANSFERRED OUT OF THE DISTRICT

#### 1. **Mandatory Permanent Pupil Records (original cum is maintained in the district)**

When a pupil transfers to another school district or to a private school, a copy of the pupil's Mandatory Permanent Pupil Record shall be transferred upon request for the other district or private school. The sending district must also retain the original permanently. (CCR, Title 5, Section 438)

#### 2. **Mandatory Interim Pupil Records (original records sent with transcript)**

If the transfer is to another California public school, the pupil's entire Mandatory Interim Pupil Record will be forwarded. If the transfer is out of the state or to a private school, the interim records may be transferred. (CCR, Title 5, Section 438.)

#### 3. **Permitted Records**

Permitted student records may be forwarded if information is beneficial to the student's education program.

- a. Schools requesting records notify parents of right to receive a copy and right to challenge content of the record. If a parent requests a teacher's comment to be removed from the record, the site administrator reviews the comment to make a decision on comment removal. If the decision is to remove a comment, a black permanent marker should be used by the Administrator to line out the comment. The teacher may re-write an additional comment using black ink.
- b. All student records shall be updated prior to transfer.
- c. A PAR may be used when a student transfers outside LAUSD. The student carries the PAR to the next school. When the receiving school request records, they will contact the LAUSD school for an official transcript (Copy of both sides of the cumulative record and the test label card inserts) or other information.

### E. PROCEDURES FOR TRANSFER OF RECORDS

#### 1. **Transcript copies for other district in the State of California**

A designated person will make certified copies of all mandatory permanent records to be forwarded. All mandatory interim records must be forwarded. In MiSiS, records request information is entered on the Student Profile Page->Academics->Records Request. Enter the required information. If available, enter the remainder of the information on the screen. Be sure the date and place of transfer are noted on the registration card and cumulative record before copying.

#### 2. **Transcripts to Out-Of-State and Private Schools**

Copies of mandatory permanent records must be sent. Mandatory interim records deemed helpful to the requesting district are also to be forwarded. In MiSiS, records request information is entered on the Student Profile Page->Academics->Records Request. Enter the required information. If available, enter the remainder of the information on the screen.



## LOS ANGELES UNIFIED SCHOOL DISTRICT CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS

### 3. **Transcripts to Charter Schools**

The question to be asked is, "Will the school maintain the LAUSD cumulative record according to District guidelines?" Further information regarding types of charter schools may be found on LAUSD.net-> Find A Schools-> Charter Schools Directory.

- a. An affiliated charter, conversion charter or a school approved through the Public School Choice initiative by the District's Board of Education are treated as an LAUSD school which receives the entire cumulative record including the green folder with the current IEP.
- b. An independent charter school's request for records of a current student is to be interpreted as a request for a copy of the entire cumulative record (unless there is a signed agreement – Attachment A in BUL-5528.0 - on file in the Charter Schools Division), including a copy of both sides of the cumulative record folder (transcripts), the current IEP which can be printed from Welligent and sent along with the copied cum record, and copies of the test label card inserts. The original cum and green folder will remain with the district. In MiSiS, records request information is entered on the Student Profile Page->Academics->Records Request. Enter the required information. If available, enter the remainder of the information on the screen.

### 4. **Transcript Procedures for Non Public Schools (NPS)**

- a. When a student is transferred to a Non Public School, a transcript of the cumulative record is forwarded upon written request. The original cumulative record remains at the LAUSD home school. In MiSiS, records request information is entered on the Student Profile Page->Academics->Records Request. Enter the required information. If available enter the remainder of the information on the screen.
- b. The NPS will submit a form titled NPS Student Transcript for review prior to each IEP meeting each year. The school of residence, regardless of the LAUSD school the student last attended, shall maintain a cumulative file for each student residing within the school's attendance area when the student is enrolled in a nonpublic school.

### 5. **Transfer Procedures for a Community Day School**

Exceptions to these routine procedures for transferring records may occur.

When a student is transferred to an adjustment community day school, Pupil Services and Attendance personnel take a copy of the cumulative record and health card, in person, to the receiving school. The original cumulative record remains in the home school.

### 6. **Transcript Procedure for Juvenile Hall, Institutions, home or camp maintained by the County of Los Angeles or the State of California**

A transcript is forwarded at the request of a juvenile hall school, or any school, institution, home or camp maintained by the County of Los Angeles or the State of California. The original cumulative record remains at the home school.



## LOS ANGELES UNIFIED SCHOOL DISTRICT

### CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS

#### F. GRADE PLACEMENT OF A STUDENT FROM OUT OF THE DISTRICT

1. When a pupil transfers from other than a Los Angeles Unified School, the receiving school should attempt to place the pupil in the appropriate grade. If the pupil has a report card or other official document, placement should not be a problem. However, if the pupil has no credentials, questions must be asked concerning the grade the student was enrolled in or had completed at the time of leaving. The school would then assign a tentative grade placement – often using the age range/grade chart shown below. The grade placement chart is also noted in MEM-6860 Chronological Age Calculator, 2017-2018 or the most current MEMORANDUM available. Attachment B.

#### ETK – 1<sup>st</sup> GRADE LEVEL PLACEMENT CHART

All ages displayed in this table below refer to a student's age as of September 1 of the current school year.

Grade Level	Entrance Age	Birth Date on or Before
ETK*	5 years	Between: December 3 and June 30
TK	5 years	Between: September 2 and December 2
K	5 years	On or Before September 1
1	6 years	On or Before September 1

#### 2<sup>ND</sup> – 8<sup>TH</sup> GRADE LEVEL PLACEMENT CHART

All ages displayed in this table below refer to a student's age as of August 1 of the current school year.

The ages are displayed in YEAR.MONTH format (e.g., 4.9 indicates the age of four years and 9 months).

Grade	Minimum Age as of August 1	Maximum Age
2	6.9	8.8
3	7.9	9.8
4	8.9	10.8
5	9.9	11.8
6	10.9	12.8
7	11.9	13.8
8	12.9	14.8

\*For information regarding the Expanded Transitional Kindergarten Program, refer to REF-6595.3, or contact the Early Childhood Education Division at 213-241-0415.



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For additional information regarding kindergarten and first grade entrance age requirements, refer to BUL-5708.2.

Grade-level placement in grades 2-8 may in rare circumstances vary from the ages listed above. High school grade placement is based on the educational history and academic credits earned by each student, not age. For assistance with grade placement or the Grade Placement Chart, please contact the Local District Counseling Coordinator or the PSA Coordinator.

### IV. ESY SUMMER SCHOOL/INTERVENTION

If the student is ONLY enrolled for summer school and not expected to remain after the intervention, the student must be enrolled in MiSiS with a attendance category of NO ADA-Summer only added. No cumulative record is necessary unless the student will be attending a regular school session.

### V. TEST LABELS

#### A. CAASPP STUDENT SCORE REPORTS (SSR) (#9661213900 –34-EH-69a)

1. In addition to the SSR being mailed by the district to the home address of every student test, a second set of reports is sent to the school where the student tested.
2. These reports are secure and they must be filed in each student's cumulative record folder for at least five years. If the cumulative folders have already been sent, the school should forward the score reports to the new school. See MEM-6882.  
In MiSiS, the scores are found in the Student Profile->Academic->Test Scores screen.
3. The Initial enrollment form with the Initial Home Language Survey, a copy of any additional score reports for other CAASPP assessments, such as STS, CAST and/or CAA assessments must also be placed in the cumulative folder for at least five years.

#### B. ENGLISH LANGUAGE PROFICIENCY ASSESSMENT FOR CALIFORNIA (ELPAC)

The ELPAC Initial label is affixed to the Cumulative Record Card in Section 4, LAU Information (same place where CELDT Initial label was placed). In addition, a copy of the ELPAC Student Performance Level Report is retained in the Master Plan (blue) folder in the cumulative record.

1. The ELPAC Summative labels are placed on the new "English Language Proficiency Assessment for California (ELPAC)" card in the proper grade level.
2. In MiSiS, the scores are found in the Student Profile->Academic->Test Scores screen.

#### C. CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST (CELDT)

1. The Initial CELDT label is affixed to the Cumulative Record Card in Section 4, LAU Information. In addition, a copy of the CELDT Student Performance Level Report is retained in the Master Plan (blue) folder in the cumulative record.
2. The annual CELDT labels are placed on the gray "California English Language Development Test (CELDT)" card in the proper grade level. See REF-044980.0.
3. In MiSiS, the scores are found in the Student Profile->Services->English Learner Information->CELDT Assessment dropdown.





## LOS ANGELES UNIFIED SCHOOL DISTRICT CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS

### VI. PREPARATION FOR DIGITIZING

A. Schools are responsible for maintaining the mandatory permanent record for each student until digitizing or otherwise permanently stored. Only records which did not follow the student to another LAUSD school should be maintained at the elementary school. For example, if the student left LAUSD for another district, the school would retain the original cumulative records and send only copies to the non-LAUSD school. If the student matriculated to a LAUSD middle school or another LAUSD elementary school, the original records should follow the student. Records of former students will be kept on file at the last school of residence until the student surpasses their scheduled high school graduation date. Refer to the Student Records Center website at [transcripts.lausd.net](http://transcripts.lausd.net) under the "Employee Resources" tab for the "Request for Digitizing" form and additional training resources.

#### 1. Preparation of Records for Digitizing

- a. Combine all records of a student into a single student record folder.
- b. Arrange all folders either numerically or alphabetically in single year spans.
- c. Remove all staples, paper clips and loose scotch tape.

#### 2. RETAIN the following items for digitizing

- a. Elementary Cumulative Record
- b. Health Card and the CSIR (California State Immunization Record – aka - Blue Card)
- c. Transcripts from other schools
- d. Legal documents such as Birth Certificates, valid copies of Parent Identification and copies of records verifying residency
- e. Affidavits for change of name and proof of age
- f. LAUSD Enrollment Forms
- g. All test cards

#### 3. DISCARD all other items such as:

- a. Report cards
- b. Complimentary and unsatisfactory notices
- c. Disciplinary notes and reports sent to parents
- d. Any papers applicable to your school only
- e. Pictures
- f. Student work samples
- g. Attendance reports
- h. Correspondence
- i. Tests and answer sheets
- j. Special Education (green folders) – discarded after 5 years
- k. EL records
- l. All other colored folders in the record file



## LOS ANGELES UNIFIED SCHOOL DISTRICT CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS

4. **Place student records into sturdy boxes with lids.** Boxes must be 12"x10"x15" and are available through the Stores Warehouse Catalog. Other boxes that meet the required dimensions such as empty copier paper boxes may be used. **Only boxes with these specifications will be accepted.**
  - a. For each box, create a box content list of student names, birth dates and Student Id numbers of each student folder.
  - b. A digitized copy of a master inventory list, generated in Excel will be requested before pick-up. Each box should contain the portion of the list detailing the box contents.
  - c. Label each box with the approved template found at <https://transcripts.lausd.net> under Employee Resources for the records inventory templates.
  - d. Complete the Requests for Digitizing form, obtain principal approval, scan and email to [transcripts@lausd.net](mailto:transcripts@lausd.net); or fax to 323-224-5951.

A representative from Student Records Center will contact you to arrange an inspection and pickup of records. Records must be properly cleaned before pick-up can be authorized.

### VII. RELEASE OF INFORMATION

It is critical that policies regarding the release of information from student records be kept current in line with new legislation and Los Angeles Unified School District procedures. Care must be taken on the type of information released and to whom it is released. This information must be updated in MiSIS on the Student Student Profile->Census->Exclusions. Taking the name and number of the caller and calling back may verify telephone requests for directory information. Parents name and number can be verified on school records. Agencies generally identify themselves when answering the phone. If there is a question about the agency, call the parent to verify their relationship with the agency. Use BUL-1077.2 for further reference on this topic.

The current "Parent Student Handbook" which is updated annually, is where a parent may indicate the type of information they do not want released. Care must be taken on the type of information released and to whom it is released. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. The primary purpose of directory information is to allow the school or school district to include information from your child's education records in certain school publications.

Examples include:

- o A playbill, showing your student's role in a drama production
- o The annual yearbook
- o Honor roll or other recognition lists; and
- o Graduation programs

Additionally, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information: names, addresses and telephone listings, unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.



## **LOS ANGELES UNIFIED SCHOOL DISTRICT**

### **CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS**

#### **VIII. PUPIL RECORDS: PRIVACY, PROTECTION, ACCESS, CHALLENGE**

Current District policy regarding the privacy, protection, access and challenge of pupil records is contained in the Parent Student Handbook. BUL-6887 is the document which contains the most up to date policy related to pupil records.

#### **IX. SUBPOENA OF PUPIL RECORDS**

The Principal of each school or a designee shall accept service of subpoena for pupil records and comply with the legal requirements of each. See BUL-3489.0.

#### **X. RIGHTS ACCORDED PARENTS OF STUDENTS WITH DISABILITIES**

To assist a parent/guardian in making informed decisions, parents/guardians have the right to examine educational records pertaining to their child. This right is explained in "A Parent's Guide to Special Education Services" (including Procedural Rights and Safeguards). A parent's written request to review records shall be documented and maintained at the school. If the parent makes an oral request to review records, document the request in writing and maintain the documentation at the school. A form, such as the sample in Appendix K, Request for Review of Pupil Education Records may be used.

#### **XI. RELATIONS WITH PUPIL SERVICES AND ATTENDANCE AND THE COURTS**

Often questions come up about pupil records and outside agencies such as the courts. Pupil Services and Attendance is a LAUSD resource in resolving concerns of this nature. They also deal with foster children, permits, homeless education program, pregnant and parenting teens, and foreign student admissions. Following is their contact information:

Pupil Services and Attendance  
333 S. Beaudry Ave. 29th Floor  
Los Angeles, CA 90017  
Phone (213) 241-3844 Fax (213) 241-6858

The Youth Justice Court systems also have responsibility for students attending LAUSD schools. Their role includes dependency cases (students who have been victims) and delinquency cases (students who have performed some illegal action). PSA maintains School-Court Liaisons at many of the Courts. These court liaisons are doing school business and schools should do all they can to help the LAUSD students being served within these systems. Following is their contact information:

##### **YOUTH JUSTICE COURTS**

##### **Juvenile Dependency Courts**

Edmund D. Edelman Children's Court - 201 Centre Plaza Drive, Monterey Park 91754 (323) 307-8098

Alfred J. McCourtney Juvenile Justice Center – 1040 W. Avenue J, Lancaster. CA 93534 (661) 483-5924



## LOS ANGELES UNIFIED SCHOOL DISTRICT

### CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS

#### Juvenile Delinquency Courts

- (1) Eastlake (Eastlake Juvenile Court) – 1601 Eastlake Ave, Los Angeles 90033 (323) 227-4399
- (2) Inglewood (Inglewood Juvenile Courthouse) – 110 Regent St, Inglewood 90301 (310) 419-5255
- (3) Compton (Compton Courthouse) - 200 W. Compton Blvd, Compton 90220 (310) 761-4349
- (4) Sylmar (Sylmar Juvenile Courthouse) – 16350 Filbert St, Sylmar 91342 (818) 364-2111
- (5) Lancaster (Alfred J. McCartney Juvenile Justice Center) – 1040 W. Avenue J, Lancaster 93534 (661) 483-5924
- (6) Long Beach (Governor George Deukmejian) – 275 Magnolia, Long Beach 90802 (562) 256-2312
- (7) Pomona (Pomona Courthouse South) – 400 Civic Center Plaza, Pomona 91766 (909) 502-1195
- (8) Downey (Los Padrinos Juvenile Courthouse)– 7281 E. Quill Dr, Downey 90242 (562) 940-8681

## XII. ACCESS TO EDUCATIONAL RECORDS

The following persons or agencies may have access to student records:

Access to Records	
Mandatory Access	Permitted Access
<ol style="list-style-type: none"><li>1. Natural parents, adoptive parents, legal guardians (unless the school has been advised that the individual does not have authority under applicable state law governing such matters as guardianship, separation and divorce)</li><li>2. Students age 16 or older or have completed the 10<sup>th</sup> grade</li><li>3. Parent/Guardian of students over 18 if the student in a dependent adult</li><li>4. School officials and employees for legitimate educational purposes</li><li>5. School Attendance and Review Board members (SARB)</li><li>6. Other public school in California where the student has or intends to enroll (parent/student notification required)</li><li>7. Private schools or out of state schools of anticipated or new enrollment (parent/student notification required)</li><li>8. Federal, state and county officials for program audits and compliance purposes.</li><li>9. Agencies specified by law (for example, an agency investigating child abuse)</li><li>10. Those authorized by court order to have educational rights for the student (notification to parent/eligible student is required to release information)</li></ol>	<ol style="list-style-type: none"><li>1. Appropriate persons in an emergency</li><li>2. Agencies or organizations in connection with an emergency</li><li>3. Accrediting associations</li><li>4. Organizations conducting studies on behalf of the District</li><li>5. Person or agencies authorized by the parent, guardian or student (if over 18 and educational rights have been transferred to the student)</li><li>6. Members of a hearing panel (an Assistant Superintendent or Board of Education may, with written consent of the parent, convene a hearing panel to assist in a parent's appeal of a local school administrator's decision regarding the content of the student's records.)</li></ol>



## **LOS ANGELES UNIFIED SCHOOL DISTRICT**

### **CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS**

#### **Confidentiality**

Any individual or agency authorized to have access to a student's records must maintain the confidentiality of the records and is prohibited from releasing any of the information without the written consent of the parent/guardian or student if the right consent has transferred to the student.

If an individual or agency not included in the above lists requests access to a student's records, access can only be granted by the school principal who is the authorized custodian of the records. Permission must be given in writing and documented on the access log.

The school district may make a reasonable charge in an amount not to exceed the actual cost of furnishing copies of any pupil record: provided, however that no charge shall be made for furnishing (1) up to two transcripts of former pupils' records or (2) up to two verification of various records of former pupils.



[illegible]

[illegible]





## LOS ANGELES UNIFIED SCHOOL DISTRICT CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS

### ATTACHMENT B – RELEVANT DISTRICT BULLETIN/REFERENCE GUIDE LOCATOR

BUL-1077.2 "Information Protection Policy," 7/18/17

BUL-1660.8 "Immunization Guidelines for School Admission," 1/11/16

BUL-3448.2 "Master Plan Folder for English Learners K-12," 2/4/16

BUL-3489.0 "Procedures for Accepting Service of Summons, Complaints and Subpoenas," 1/31/07

BUL-5528.0 "Cumulative Records for Public School Choice and Charter Schools," 6/29/11

BUL-5703.2 "Names and/or Gender of Pupils for Purposes of School Records," 7/17/14

BUL-5708.1 "Transitional Kindergarten, Kindergarten, and First Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms," 5/13/13.\*

BUL-5619.6 "Reclassification of English Learners," 8/11/17

BUL-6118.0 "District Policy Regarding Transfer of Cumulative Records Between District and Charter Schools," 8/29/13

BUL-6887 "Pupil Records: Access, Confidentiality, and Notice of Education Rights," 8/17/17

REF-6595.3 "Expanded Transitional Kindergarten Implementation," 7/5/18

REF-6756.0 "Kinder Continuance Parental Agreement for Pupil to Continue in Kindergarten," 9/21/16

REF-5259.0 "Use if New Student Enrollment Form," 9/9/10

REF-6554.2 "2017-2018 "Opening Day Procedures: Supplemental Guide and Updates," 8/14/17\*

REF-0449800 "Initial CELDT Results 2017-2018 Edition," 1/31/18

REF-43782 "Implementing a Multi-Tiered System of Supports Framework," 7/1/2018

MEM-6860 "Chronological Age Calculator, 17-18," 5/22/17\*

MEM-6882 "Spring 2017 California Assessment of Student Performance and Progress Results," 7/31/17

"Parent Student Handbook" – Most Recent Version

\* At the time of this document revision, these documents were under revision which may result in a new document number



## LOS ANGELES UNIFIED SCHOOL DISTRICT CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS

### ATTACHMENT C – WEB ADDRESSES FOR PUBLIC AND PRIVATE SCHOOLS

Whenever a pupil presents evidence of work completed in a school not known to the counselor, the status of the school may be determined by reference to one of the publications listed below. If the name of the school does not appear in any of the publications, or if there is doubt as to the status of the school, the counselor should investigate further. These publications are helpful in locating school addresses.

1. List of schools online at: [www.cds.ca.gov/re/sd](http://www.cds.ca.gov/re/sd)

Select the type of school, enter the name of the school and click search.

2. Schools in LA County

List of schools online at: [www.lacoe.edu](http://www.lacoe.edu) click on School Districts, then School District Directory, then Public Schools Directory

Los Angeles County Office of Education

Web site: [www.lacoe.edu](http://www.lacoe.edu)

3. Western Association of Schools and Colleges Directory WASC Inc.

List of schools online at: [www.acswasc.org](http://www.acswasc.org) click on then Directory of Schools

There are links to the Southern California Office on the web page.



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS

### ATTACHMENT D - STUDENT RECORDS REVIEW CHECKLIST

#### Purpose

The following checklist has been developed as a preliminary step to improve the student record keeping system of elementary schools in the LAUSD. The checklist will assist schools to evaluate their recordkeeping practices and assure that district policies regarding the maintenance of student records are being followed.

Write "Yes" or "No" in the space before each item.

#### A. Elementary Cumulative Records

1. \_\_\_\_\_ Maintenance of all cumulative records is supervised by the school office clerical staff under the direction of the Principal, Assistant Principal or Administrative Designee
2. \_\_\_\_\_ Cumulative records are stored in secure files that are locked every evening.
3. \_\_\_\_\_ A system is in place that will account for all records that are removed from the files and/or taken from the office.
4. \_\_\_\_\_ A system is in place that will facilitate the updating of current information such as changes in significant information in sections 7, 8 & 9.
5. \_\_\_\_\_ Mandatory interim records are maintained with the student's cumulative record, i.e. special education, gifted, and EL.
6. \_\_\_\_\_ A reg card, which has the student's name, birthdate, date of entrance, date of leaving, and where records were sent, is maintained permanently for every student who has enrolled in the school.
7. \_\_\_\_\_ Inactive records are maintained in an organized manner and are readily available upon request.

#### B. Recording Information on the Cumulative Record

1. \_\_\_\_\_ Only black ink is used to record information on the cum. While computer generated name labels are convenient, they may come off in time so care should be taken to affix them properly.
2. \_\_\_\_\_ All anecdotal entries are dated and signed.
3. \_\_\_\_\_ All corrections should be consistently made as follows:
  - a. Line out the incorrect data, insert correct data, date and sign it.
  - b. Address is kept current.
  - c. Test labels are applied to the cumulative record promptly.
  - d. Persons applying labels are appraised of the importance of matching the name and birth date of the student with the name and birth date on the cum.

#### C. Transfer of Cumulative Records

1. \_\_\_\_\_ Student records are requested within one day after the pupil enrolls except at the beginning of the semester.
2. \_\_\_\_\_ Mandatory permanent and mandatory interim records are transferred to district schools within five days of receipt of request.
3. \_\_\_\_\_ A transcript (copy) of the mandatory permanent record and health card and all pertinent original mandatory interim student records are transferred to schools public and private outside of the District within five days of receipt of request.
4. \_\_\_\_\_ Before records are sent to a requesting school, enter the necessary information in MiSiS. Information regarding date of leaving and name of receiving school is recorded on the registration card and in MiSiS. Make sure test labels, and other current information is recorded on the cum.
5. \_\_\_\_\_ Records are never retained because a student has failed to return books or owes school fees.



## **LOS ANGELES UNIFIED SCHOOL DISTRICT**

### **CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS**

#### **D. Release of Information**

1. \_\_\_\_\_ Confidentiality of student records is strictly maintained.
2. \_\_\_\_\_ Student help or volunteer helper are never used to file information in the cumulative record.
3. \_\_\_\_\_ The legal parent or guardian is provided access to the student record and may obtain copies of such records within five days of request.
4. \_\_\_\_\_ A permanent listing is maintained of those persons other than the District employees for whom consent for access has been signed by the parent or guardian.
5. \_\_\_\_\_ Directory information available for release is maintained separately and apart from other pupil records or files.

#### **E. Office Procedures**

1. \_\_\_\_\_ There is a current updated cumulative record handbook available for all assigned clerical staff.
2. \_\_\_\_\_ The school office staff is informed by the Principal and/or AP or Administrative Designee of current District policies that impact office responsibilities.
3. \_\_\_\_\_ Current bulletins pertaining to office responsibilities are available and have been reviewed by staff.



## LOS ANGELES UNIFIED SCHOOL DISTRICT CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS

### ATTACHMENT E - STUDENT RECORDS RECEIVED CHECK LIST

#### Purpose

The following checklist has been developed as a preliminary step to improve the student record keeping system of elementary schools in LAUSD when cumulative folders are being transferred within LAUSD. The checklist will assist schools to evaluate their record keeping practices and assure that district policies regarding the maintenance of student records are being followed.

#### A. ELEMENTARY SCHOOLS

1. Elementary Cumulative Record entries are recorded in black ink or on a computer label with black ink.
  - a. \_\_\_\_\_ Computer label may not be used in section 5.
  - b. \_\_\_\_\_ Last attended school has an enter and leave date recorded.
2. \_\_\_\_\_ Valid copy of document verifying date of birth.
3. \_\_\_\_\_ Valid copies of parent identification.
4. \_\_\_\_\_ Valid copies of document verifying address.
5. \_\_\_\_\_ Name change affidavit, if applicable
6. \_\_\_\_\_ Student photographs are securely attached.
7. \_\_\_\_\_ Health card and California State Immunization Record is included
  - a. \_\_\_\_\_ Medical Alerts, if applicable are included.
8. \_\_\_\_\_ Legal Documents
  - a. \_\_\_\_\_ Restraining Order
  - b. \_\_\_\_\_ Court Orders



## **LOS ANGELES UNIFIED SCHOOL DISTRICT**

### **CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS**

#### **ATTACHMENT F – Suggestions to Reconstruct a Lost Cumulative Record File**

##### **Cumulative Record**

Write on the front of the cum, in Black ink, the following: “Original Cum record lost.”

##### **Health**

Reconstruct a California State Immunization Record (CSIR) using the MiSiS Student Profile Screen - >Miscellaneous->Immunizations and Health Screening. Request the parent to submit an additional copy of the Immunization Record issued by a Health Center or family doctor. Reconstruct a Health Card (Form 34-EH-6).

##### **Intervention**

Print the intervention history from MiSiS ->Student Profile ->Support ->Interventions. Print the screen and include in the Intervention Folder (Red Folder). If there is more than 1 page, print all pages.

##### **Master Plan Information for EL/IFEP/RFEP**

- ◆ Reprint the Initial and Annual CELDT label from MiSiS (original labels were provided by the test vendor) Initial, and place it on the area of the cum marked “Oral English Proficiency Test Label”.
- ◆ Request a duplicate Primary language label from SRSB (State Reporting Service Branch) and place it on the area of the cum marked “Primary Oral Language Proficiency Test Label.”
- ◆ If the student has reclassified in MiSiS and is now designated as RFEP, print the Reclassification Label using MiSiS. Place it on the area of the cum marked “Reclassification Test Label”. If the student was reclassified in ESIS, a replacement label cannot be printed.

##### **Progress Report**

- ◆ Reprint current and past year progress reports from MiSiS, Reprint any years prior to 14-15 from MyData.

##### **Testing Information**

To print the student’s History for the California Content Standards Test Scores, use MiSiS ->Student Profile ->Academics ->Test Scores. For years prior to 14-15, use the Comprehensive Student History Reports in MyData.

Attach to the Test Labels Cumulative record card Insert as applicable:

On the card insert, for each grade level that applies, type or handwrite the following:

- ◆ “Original cumulative record lost”
- ◆ Test name(s) (CMA, CST, STS, CAPA)
- ◆ Date Tested



## LOS ANGELES UNIFIED SCHOOL DISTRICT CUMULATIVE RECORD HANDBOOK FOR ELEMENTARY SCHOOLS

### ATTACHMENT G - EXAMPLES OF WRITTEN COMMENTS FOR USE WITH PUPIL RECORDS

Teachers and other certificated staff members should record significant and relevant data and comments on cumulative record cards and pupil reports when such information is useful in understanding a pupil and promoting his/her progress. Since a parent may challenge the accuracy or non-objectivity of the content of a pupil record, it is important that any recorded data or comments be appropriate in content and form.

Comments to be noted on school cumulative records must be in English and are most appropriate in section 5 of the Elementary Cumulative Record. A variety of acceptable comments are available for download from the following link or can also be accessed using the MiSiS job aid link.

[CCS Elementary Report Card Comment Codes](#)