



## Student Records and Data Management Branch

### Request for Digitizing of Student Cumulative Records

Student Records Center | 2151 North Soto Street, Los Angeles, CA 90032-3629 | [studentrecordscenter@lausd.net](mailto:studentrecordscenter@lausd.net)

#### SCHOOL INFORMATION

School Name:	School Address:	LOCN:	Local Dist.
Contact Name:	Contact Title:	Contact Location:	
Contact Direct Line:	Contact Facsimile:	Contact Email:	

#### RECORDS INFORMATION

List school year(s) being transferred:	Total number of boxes:
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#### BOX PREPARATION CHECKLIST

##### Essential

- ☐ Completed the Student Cumulative Record training and pass the test available in MyPLN.
- ☐ School must prepare and submit a master list generated on Excel of all records being submitted along with the request for digitizing form.
- ☐ Boxes will be inspected by Student Records Center personnel and must be authorized for pick up before they can be received at the Student Records Center.
- ☐ Prior to Pre-Pickup Assessment, boxes must be stored in a secured and locked location.

##### Requirements

- ☐ Combine all records of a student into a single cumulative folder (CUM).
- ☐ All records are purged. *(In accordance with the District's Cumulative Record Handbook)*
- ☐ Remove all empty folder/jacket.
- ☐ All cumulative folder/jacket with no original CUM must be noted on the master list. *(i.e. Health Card Only)*
- ☐ Remove all paperclips and staples.
- ☐ Cumulative records are properly closed out and clearly state if the student is a graduate or a non-graduate.  
*(NOTE: The graduation section (Section 7) is not completed for students who leave between grades 9-11)*
- ☐ All grades are posted on the CUM including those from out-of-the-district.
- ☐ All boxes must be accessible during Pre-Pickup Assessment.

##### Box Preparation

- ☐ Cumulative records should be organized according to the Elementary or Secondary Handbook.
- ☐ If sending more than one school year's records, please keep boxes separated by school year.
- ☐ Create an Excel spreadsheet (list) of all cumulative folders in each box.
- ☐ Boxes must be clearly labeled. Label should include: school name, location code, box number and alpha break down of contents.
- ☐ Use only sturdy copy bond paper boxes or storage file boxes with the dimensions 12x10x15 for shipping cumulative records. *(Boxes may also be purchased through the School's Warehouse order #6402594454 or from any outside vendors)*
- ☐ Obtain principal approval and email the request form, excel master list and web-based training certification to [studentrecordscenter@lausd.net](mailto:studentrecordscenter@lausd.net). SRC will contact you to arrange for a pre-pickup assessment.

## CERTIFICATION

1. *I certify that records have been fully prepared in accordance with the District Cumulative Records Handbook (Elementary or Secondary) and include all the required student records.*
2. *I understand that transportation to the Student Records Center will only be authorized by SRC personnel after the records are inspected and verified to have been properly cleaned and closed.*
3. *I understand that the Student Records Center will inventory all records submitted. Missing records will be reported to the school. The school will be responsible for all requests for missing student records.*

<b>Contact Printed Name:</b>	<b>Contact Signature:</b>	<b>Date:</b>
<b>Principal Printed Name:</b>	<b>Principal Signature:</b>	<b>Date:</b>

**INTERNAL USE ONLY**

Received at SRDM by:	Date/Time:	Completed LZ Web-Based Training :	<input type="checkbox"/> YES	<input type="checkbox"/> NO
		Pass LZ Quiz with 100 Percent:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Pre-Pickup Assessment Completed by:	Date/Time:	<input type="checkbox"/> <b>Accepted</b> <input type="checkbox"/> <b>Rejected</b>		
Received at Warehouse by:	Date/Time:	Forwarded to Transportation Unit by:	Date/Time:	

**Special Instructions:**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

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**studentrecordscenter@lausd.net**