

How do I transfer my Student Records?

Step 1 - Training



Home Learning Collaborate Reports ILT Admin Content Management Support

CURRICULUM

Secondary Schools Cumulative Record Preparation

Last Updated 02/20/2019 ★★☆☆☆ 2

Details

The WBL discusses the process to close and prepare student cumulative records for digitizing and pick-up by the Student Records Center and references the steps detailed in the Cumulative Records Handbook for Secondary Schools.

Objectives:

The course is designed to provide the knowledge required to:

- Properly close a cumulative record.
- Prepare cumulative records for digitizing.
- Arrange pick-up of cumulative records by the Student Records Center.

View the mandatory web-based training and take the training quiz available on MyPLN.

Course Title: Secondary Schools Cumulative Record Preparation. (Elementary presentation is in development.)

At least one person from each school must view the web-based training and pass the quiz before a request for digitizing will be accepted.

Step 2 - Preparation

- ◆ All records must be properly cleaned and closed.
- ◆ All records to be submitted must be inventoried in Excel. (We will be collecting a digital copy of this spreadsheet.)
- ◆ All boxes must be properly labeled.

Forms are available in the Employee Resources section of the SRDM website.

<http://transcripts.lausd.net>

Only updated forms will be accepted

Los Angeles Unified School District
Investing in LAUSD

Home About LAUSD Employment Find a School Offices Quick Links

Student Records and Data Management (SRDM)

ODA Home
ODA Departments
Leadership
ODA Quick Finds
Board Informatives

Order Student Records
CAHSEE SB172 (Divvot)
Deferred Action for Childhood Arrivals (DACA) (plus sec)

SRDM Quick Finds
▶ Student Records Prior to 1995
▶ Track Student Record Order
▶ Transcripts Informational Flyer
▶ LAUSD Find A School
▶ Los Angeles County Public School Directory

Employee Resources ←

Announcements
CAL GRANT REQUEST:
Once you have submitted your request and payment, you must send in your original Cal Grant form with the order number provided with successful purchase by February 25. Please send the paperwork to:
Student Records Center
2151 North Soto St.
Los Angeles, CA 90032.

| Student Records and Data Management Branch Student Listing of Cumulative Records Submitted for Digitizing | | | | | |
|--|------------|----------------|-------------|--------------------|--------------|
| School Name: | | Location Code: | | Year(s) Submitted: | |
| Last Name | First Name | Date of Birth | Index/Ref.# | Box | Note/Comment |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| |
|---------------------------------|
| SCHOOL NAME (LOCN) |
| SCHOOL YR(S) TRANSFERRED |
| ADAMS to GONZALES |
| Box # 1 of 25 |

Step 3 - Submit your request

| 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: | | |
| BOX PREPARATION CHECKLIST | | | |
| Essential | | | |
| <input type="checkbox"/> Completed the Student Cumulative Record training available in the Learning Zone and pass assessment. | | | |
| <input type="checkbox"/> School must prepare and submit a master list generated on Excel of all records being submitted along with the request for digitizing form. | | | |
| <input type="checkbox"/> 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. | | | |
| <input type="checkbox"/> Prior to Pre-Pickup Assessment, boxes must be stored in a secured and locked location. | | | |

Please email the Request for Digitizing form signed by your school's Principal and the school contact, excel master list and web-based training certificate of completion to studentrecordscenter@lausd.net. Student Records Center will contact you and schedule a records inspection and authorize transportation to the SRC.

Los Angeles Unified School District
Student Records & Data Management Branch
Student Records Center
studentrecordscenter@lausd.net