



**ADMINISTRATIVE PROCEDURE**

CATEGORY: **Students, Records**

SUBJECT: **Cumulative Record Keeping, K-6**

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**A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing the initiation, marking, use, and storage of cumulative records for elementary school students.

2. **Related Procedures:**

Centralized automated student records .....	6527
Health records .....	6515
Preregistration and registration, K-6 .....	6120
Progress reporting, K-6 .....	4702
Promotion/retention and placement/articulation, 6-8 (middle) .....	4760
Records for handicapped students (special instructions) .....	6526
Release of directory-type student information .....	6525
Student records, retention and destruction .....	6520
Summer School, Progress Reporting .....	4708
Transfer and withdrawal, K-6 .....	6145

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: F-8000, H-8900; Education Code Sections 35250-35255, 49062 *et seq.*, 49069 *et seq.*; California Code of Regulations, Title 5, sections 430-450.

2. **Transfer of Student Records**

a. Whenever a student transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the student's permanent record or a copy thereof shall be transferred by the former district or private school upon a request from the district or private school where the student intends to enroll (Education Code section 49068).

b. Student records of a transferring student shall not be withheld from the requesting district because of any charges or fees owed by the student or his/her parent/guardian (California Code of Regulations, Title 5, section 438).

c. When a student transfers from one district school to another school within the district, the student's entire records shall be transferred upon request from the school where the student enrolls. Records shall not be withheld because of any fees or charges owed by the student or his/her parent/guardian.

3. **Inspection of Records.** Parents (including noncustodial parents) or legal guardians have the right to inspect the cumulative records of their children during consultation with the principal or certificated designee, at which time the principal or designee may interpret data. Parents/guardians may receive *copies only* of documents in the student's file. They may, at this time, request to have certain information removed from the student's file. (Procedure 6525 and Education Code section 49069)

### C. GENERAL

1. **Originating Office.** Questions concerning this procedure should be directed to the Office of Accountability.
2. **Definition. Cumulative records, grades K–6:** Items of information, mandated by the California education code and/or district procedures, maintained on district computer files for each student enrolled in a district school/program. For elementary students this includes enrollment dates and locations, grade-level placements, certain standardized test data, and student progress reports. In addition, permitted information, such as special education and other programs when appropriate, is maintained on computer files and on other records. Health records are part of a student's cumulative record.
3. **Maintenance.** Information is maintained cumulatively as appropriate for each student enrolled in grades K–6. Entries are made on computer files and other records by the principal, vice principal, teacher, nurse, secretary, or other designated site and district support staff members.
4. **Storage and Security.** Information on students, whether on computer files or on hard-copy records, shall be secured from access by unauthorized persons (Procedure 6525). Record information may be used at school during the school day by authorized staff members but must be returned to school files for overnight security. The secretary or other designated staff member(s) is responsible for maintaining files, checking out records to authorized users, storing inactive records, and arranging for records to be forwarded when students transfer to another school.
5. **Authorized Users.** School secretaries or other designated staff members, and certificated district personnel with legitimate educational interests, are authorized to use cumulative records (Procedure 6525).
6. **Photographs.** Use of the student's photograph is optional.

**D. IMPLEMENTATION**

1. **Initiation of Permanent Records, Grades K–6** (see also Procedure 6120). School of first district enrollment is responsible for entering all mandated information as appropriate on a student's Student Information System (SIS) record. Each subsequent district school in which a student is enrolled is responsible for adding to and updating mandated and permitted information.

Support documents for mandated items may be filed in a student's individual cumulative record folder or may be retained in other school office files. Items of permitted information that may be of value to a student's educational process also may be filed in a student's cumulative folder or in school office files. Support documents of changes should replace any documents with outdated information.

- a. **Students entering school for the first time (kindergartners).** Receiving school enters student enrollment information on SIS system and searches SIS district records database for any pre-kindergarten district enrollment. If previous enrollment is found, opens a current enrollment record *under the same district ID number*. If there is no previous enrollment, creates a new student enrollment record.
- b. **Students entering from an out-of-district school.** Receiving school requests student's records from previous school of attendance and initiates student enrollment, and retains support documents in student's cumulative record folder. Originals of out-of-district records must be returned when requested by sending school.

**Note:** *Data from out-of-district records shall **not** be transferred by site staff members to district records. (Exceptions: Psychological testing data by the Special Education Division personnel only; pertinent health information by school nurse only. Such records may be filed in a student's cumulative folder. Psychological reports are requested through the Special Education Division.)*

- c. **Students entering from a district school.** Receiving school searches SIS district records database for previous enrollment records and opens a current enrollment under same district ID number. Student information on SIS system is available to a new district school once SIS enrollment process is complete. Receiving school requests transfer of student's cumulative folder, including health records and special programs information, if any, from previous school of enrollment.
2. **Health Records.** School secretary or other designated site staff member initiates or processes health records as outlined in Procedure 6515 and forwards to school nurse.

(**Note:** Health records are part of a student's cumulative record and are filed in the cumulative folder when a student transfers from the school.)

### 3. **Maintaining Cumulative Records, Grades K–6**

- a. **Progress reports.** Student progress is reported three times during each school year (Procedure 4702). Copies are filed in a student's cumulative folder.
- b. **End-of-year placement.** Teacher reports grade level placement as part of final progress report.
- c. **In-school placement and classroom transfers.** When a student transfers from one room to another or moves from one grade level to another, this information is entered on student's SIS enrollment records.
- d. **Immunization records.** "California School Immunization Record" (CSIR) is filed in student's cumulative folder when CSIR is completed or when student transfers.
- e. **Transfers.** When students move, whether to another school within district or outside district, school of last enrollment is responsible for entering all relevant information on student's SIS records. Student's cumulative folder should be retained at last school of enrollment until requested by another district school. (See Procedure 6520 regarding folders of students who have left the district and have reached age for articulation to a middle/junior or senior high school.)
- f. **Group achievement tests**
  - (1) **Types of tests.** Standards-based tests compare a student's performance to state standards. Norm-referenced tests compare a student's performance to a nationally representative reference group of the same grade.
  - (2) **Types of scores.** Results of standards-based tests are recorded as scaled scores to facilitate conversions to other type of scores or as performance levels (typically Far Below Basic, Below Basic, Basic, Proficient, and Advanced) to establish how well students are meeting the standards. Results of norm-referenced tests are recorded as percentile ranks (1 to 99). Conversion tables and interpretation information are available from the Assessment Services Department, Office of Accountability. Additional information about scores and interpretations of tests may be maintained by principal or designee.

- (3) **Scores recorded.** Scores *must* be recorded for tests included on district testing calendar issued each year by the Assessment Services department. Principal *may* record test scores that are part of a school's basic testing plan. **Limitation:** Group scholastic aptitude tests shall not be administered.
- (4) **Test record fields**
- (a) **Date:** Date administered
  - (b) **Test:** Title and form
  - (c) **Grade level:** Student's grade when test is administered
  - (d) **Score:** Scale score; performance level; national percentile rank
- g. **Additional placement data.** Items of permitted information that may be of value to a student's educational process may be filed in a student's cumulative folder or may be retained in other office files. Entries shall be dated statements of factual information without qualitative comments.
- (1) **Certification for special education.** Refer to "Education Procedural Handbook" for appropriate entries.
  - (2) **Summer school.** See Procedure 4708.
4. **Requests from Outside Agencies.** If a request for records is received from an outside agency, the following restrictions apply (see also Procedure 6525):
- a. Records cannot be released without written permission from parent/guardian.
  - b. A record must be maintained indicating who requested information and date sent.
  - c. *Copies only* of documents shall be sent; originals shall be retained in student's cumulative folder.

## **E. FORMS AND AUXILIARY REFERENCES**

Inventory items can be ordered via PeopleSoft e-procurement under the "Catalog" tab.

1. Elementary Pupil Cumulative Record, Inventory Item 1953
2. Request for Elementary Pupil Cumulative Record, Inventory Item 2661

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NO: **6505**

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EFFECTIVE: **1-29-62**

REVISED: **12-4-12**

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3. Student Health Record, Inventory Item 2581
4. Student Health Record, Insert Sheet, Inventory Item 2584
5. Health History, Inventory Item 1982

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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General Counsel, Legal Services  
As to form and legality

**H. ISSUED BY**



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Chief of Staff