



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6505

PAGE: 1 OF 5

EFFECTIVE: 1-29-62

REVISED: 6-30-95

CATEGORY: **Students, Records**

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

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	No. 6527
Release of student information	No. 6525
Records for handicapped students (special instructions)	No. 6526
Transfer and withdrawal, K-6	No. 6145
Preregistration and registration, K-6	No. 6120
Articulation between schools for promotion of sixth-grade students	No. 4760
Progress reporting, K-6	No. 4702
Health records	No. 6515
Student records, retention and destruction	No. 6520

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-8000, H-8900; Education Code Sections 35250-55, 49062 *et seq.*, 49069 *et seq.*; Admin. Code, Title 5, Sections 430-50.
2. **Transfer of Student Records**
 - a. Whenever a pupil 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 pupil'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 pupil 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 (Admin. Code, Title 5, Sec. 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.
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 or guardians may receive ***copies only*** of documents in the student's file. (See Procedure No. 6525 and Education Code Section 49069.)

C. **GENERAL**

1. **Originating Office.** Questions concerning this procedure should be directed to School Services Division area offices. Suggestions should be directed to the Instructional Materials Department, Office of the Deputy Superintendent.
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.
4. **Storage and Security.** Information on students, whether on computer files or on hard-copy records, shall be secured from access by unauthorized persons (see 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 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 and certificated district personnel with legitimate educational interests are authorized to use cumulative records (see Procedure No. 6525).
6. **Photographs.** Use of the student's photograph is optional.

D. **IMPLEMENTATION**

1. **Initiation of Permanent Records, Grades K-6** (see also Procedure No. 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 in accordance with instructions published in ***SIS Elementary Users' Guide***; 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 according to instructions in ***SIS Elementary Users' Guide***; 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 to district records. (Exceptions: Psychological testing data by Exceptional Programs Department 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 Exceptional Programs Department.)

- 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 according to instructions in ***SIS Elementary Users' Guide***. 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.** Secretary initiates or processes health records as outlined in Procedure No. 6515; forwards to school nurse. (**Note:** Health records are part of a student's cumulative record and are filed with 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 according to instructions ***in SZS Elementary Users' Guide*** (see Procedure No. 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 (see *SIS Elementary Users' Guide*).
- d. **Immunization records.** "California School Immunization Record" (CIR) is filed in student's cumulative folder when CIR 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. **Standardized tests**
- (1) **Stanines.** Results of tests are recorded as stanines (1 to 9) or percentile ranks; conversion tables are issued by Testing Unit to each school.. Additional information about scores and interpretations of tests may be maintained by principal or designee.
 - (2) **Scores recorded.** Scores *must* be recorded for tests included on district testing calendar issued each year by Testing Unit. Principal *may* record scores of tests that are part of a school's basic testing plan, in addition to tests required by district. **Limitation:** Group scholastic aptitude tests shall not be administered.
 - (3) **Group achievement tests.** Teacher, secretary, or designee records scores on student records according to principal's instructions.
- (4) **Test record fields**
- (a) **Date:** Date administered
 - (b) **Test:** Title and form
 - (c) **Grade level:** Student's grade when test is administered
 - (d) **C. A. :** Student's chronological age when test is administered (e.g., 8- 11: eight years, eleven months)
 - (e) **Score: Stanine** in units from 1 to 9; percentile ranks from 1-99.
- 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 "IEP Team Procedural Handbook" for appropriate entries.
- (2) **Summer school.** See Procedure No. 4708.

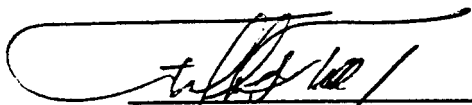
- 4. **Requests from Outside Agencies.** If a request for records is received from an outside agency, the following restrictions apply (see also Procedure No. 6525):
 - a. Records cannot be released without written permission from parent or guardian.
 - b. A record must be maintained indicating who requested 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**

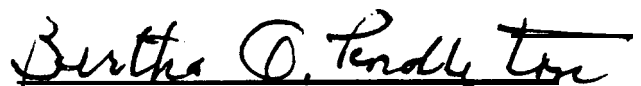
- 1. Elementary Pupil Cumulative Record, Stock No. 22-E-4580
- 2. Request for Elementary Pupil Cumulative Record, Stock No. 22-R-2460.
- 3. Student Health Record, Stock No. 22-H-1205.
- 4. Student Health Record, Insert Sheet, Stock No. 22-H-1206.
- 5. Heath History, Stock No. 22-H-0710; Spanish, No. 22-H-0711.
- 6. Health Examination Request, Stock No. 22-H-0700; Spanish, No. 22-H-0701.
- 7. California School Immunization Record, Stock No. 22-I-3001.
- 8. SIS Elementary Users' Guide.

F. **REPORTS AND RECORDS**

G. **APPROVED BY**



Deputy Superintendent



Superintendent