



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6510

PAGE: 1 OF 6

EFFECTIVE: 10-06-75

REVISED: 1-04-95

CATEGORY: **Students, Records**

SUBJECT: **Cumulative Records Keeping, 7- 12**

A. PURPOSE AND SCOPE

1. To outline administrative procedures applying to secondary school cumulative record systems. Such records are in addition to records maintained on attendance and census cards.

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, 7-12	No. 6146
Preregistration and registration, 7-12	No. 6123
Progress reporting, 7-12	No. 4705
Health records	No. 6515
Student records, retention and destruction	No. 6520
Graduation from senior high schools	No. 4770
Legal process including subpoenas, summonses, and complaints	No. 1710

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-8000, H-8900; Board minutes, 11-24-64; 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. **Definitions**
 - a. **Cumulative records, grades 7-12:** Cumulative information for each student maintained on district computer files, comprised of items mandated by Education Code and/or district procedure, including courses completed and graduation requirements met.
 - b. **Transcript:** A printed report of secondary courses completed, grades earned, credits applied towards graduation, and cumulative grade point averages. If the student has graduated, the transcript includes the date of graduation, document issued, graduation grade point averages, and rank in class. A transcript is issued **annually** to parents of enrolled students to report student progress, and as needed to transmit information to schools, colleges, and universities.

D. **IMPLEMENTATION**

1. **Initiation of Cumulative Records, Grades 7-12** (See also Procedure No. 6123.)
 - a. **Articulating students/students transferring within the district.** Upon receipt of records from previous school of attendance, registrar of receiving school processes records as needed according to instructions in ***SIS Secondary Users' Guide***.
 - b. **Entering students from out of district.** Receiving school requests student's records from previous school of attendance and initiates required student records according to instructions in ***SIS Secondary Users' Guide***. Out-of-district records are requested when a student enrolls; are forwarded upon receipt to counselor for review and verification of proper placement; and are retained in student's counseling file. If records are originals, records clerk files separately and retains for at least one year after student has graduated. (Originals of out-of-district records must be returned when requested by sending school.)

2. Maintaining Cumulative Records, Grades 7-12**a. Psychological test results**

- (1) **San Diego tests.** Individual psychological test reports and records, including those resulting from the Gifted and Talented Education (GATE) screening process, are maintained by the Exceptional Programs Department, School Services Division. School psychologists are available to interpret test results to school staff members and, upon request, to parents in scheduled conferences.
- (2) **Out-of-district tests.** Individual psychological reports obtained from private sources, community agencies, or other school districts are also maintained by the Exceptional Programs Department.

- b. **GATE placement.** A copy of school psychologist's evaluation report is also placed in student's cumulative record. "GATE Certification Card," signed by GATE Committee (psychologist, teacher, administrator, and parent), attesting to certification of student, is placed in a folder in Exceptional Programs GATE Records Office.
- c. **Personal facts (additional placement data).** Dated statements of *factual* information, without qualitative comments, may be placed in a student's cumulative folder or health record as needed.
- d. **Immunization verifications.** Evidence of completion of immunizations for each student is recorded as entries on student's health record, and in accordance with instructions in *SIS Secondary Users' Guide*. (For immunization verification procedures, refer to Procedure No. 6355.)
- e. **Documentation of program for Migrant Education students.** The "Migrant Student Educational Record" and "Individual Learning Plan, Migrant Education-Region IX" must remain in student's cumulative folder until graduation. The "Migrant Student Health Record" must be placed in a "Health Profile Envelope" (E.2.) and remain in the cumulative folder until graduation.

3. Maintaining Cumulative Records, Grades 7-12. The following information is maintained as available:

- a. **Test results:** Appropriate district-mandated tests, indicating date of test, grade level, and results.
 - (1) District-mandated testing (i.e., ASAT/Aprenda) results are recorded on transcript and are submitted to schools by Testing Unit, Assessment, Research, and Reporting Team, Planning, Assessment, and Accountability Division.

(2) National Merit Scholarship Qualifying Test scores and similar data may be kept in counselors' working folders because of limited space on transcripts.

- b. **Enrollment:** Name of school(s), grade levels, and dates of enrollment.
- c. **Semester grades:** All semester grades, including summer session, received in seventh through twelfth grades. Grades for world language courses such as Spanish 1-2 and 3-4, advanced courses such as Advanced Mathematics 1-2 (eighth grade, equivalent to a ninth-grade course), and other courses meeting high school graduation requirements when taken in seventh or eighth grade, are retained as permanent entries on student's senior high transcript. (See Procedure No. 4100.)

4. **Transferring Records**

- a. **Request for student records.** If a student previously attended another public school (either within district or out of district) or a private school, enrolling school shall request a transfer of student's records. Records shall not be withheld because of any fees or charges owed by student or his/her parents. If previous school of attendance refuses to send student's records because of fees or charges owed, refer to Procedure No. 6123.
- b. **Transfer or articulation within district**
- (1) The Student Information System (SIS) provides for electronic transfer of information on district computer files when a student transfers or articulates to another district school (see *SIS Secondary Users' Guide*).
- (2) The student cumulative folder (including special education container if appropriate) is forwarded to the receiving school when requested.
- c. **Transfer or withdrawal from district**
- (1) Information on district computer files will be retained in inactive status until student re-enters a district school or until archived three school years after expected date of graduation.
- (2) Student cumulative folder should be retained at last school of enrollment until date of expected articulation or archive date.
- (3) When a request for a student's record is received from outside district, a copy of student's transcript is prepared and forwarded to requesting school. School having possession of such records (i.e., last school of enrollment) is responsible for complying with request. Psychological reports, if any, are not sent to schools outside district except through Exceptional Programs Department; all requests must be referred to that department.

- (4) An explanation sheet explaining information on student transcripts should be sent with each copy.

5. **College transcript requests.** It is not necessary to use college forms received; a **photocopy** of transcript is the only form used. Armed forces academies' forms are used, when received.

a. **Charging for transcripts**

- (1) First three transcripts are issued without charge.
- (2) One dollar may be charged for each additional transcript after first three.
- (3) When special services for transcripts are requested, costs may be recovered.
- (4) Principal may waive charges for scholarship applications, direct requests from colleges or military units, hardship cases, and when in the interests of the school district.

b. Approved course titles must be used (see Procedure No. 4 100).

6. **Requests from Outside Agencies.** If a request for records is received from an outside agency, the following restrictions apply:

- a. Records cannot be released without written permission from parent or guardian.
- b. If a subpoena is received, see Procedure No. 1710.
- c. An entry must be made on school's or student's cumulative record transcript log indicating who requested information and date sent. (**Example:** Photo; Social Security, San Diego; 2-5-86.)
- d. **Copies only** of documents shall be sent; originals shall be retained in student's file.

Note: See also Procedure No. 6525.

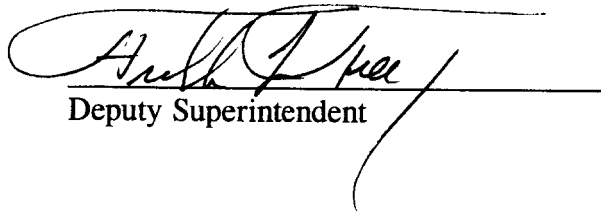
E. **FORMS AND AUXILIARY REFERENCES**

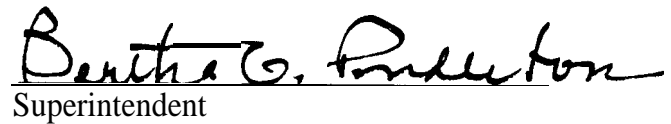
1. California School Immunization Record, Stock No. 22-I-3001.
2. Health Profile Envelope, Stock No. 22-H-0717.
3. Student Information System (SIS) Secondary Users' Guide.

F. REPORTS AND RECORDS

1. Inactive student cumulative records are retained for an indefinite period (see Procedure No. 6520).
2. Original out-of-district records are filed separately and retained for at least one year after student graduates or can be presumed to have graduated (see Procedure No. 6520).

G. APPROVED BY


Deputy Superintendent


Superintendent