



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6529

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CATEGORY: **Student, Records**

EFFECTIVE: **1-21-00**

SUBJECT: **California Confidential Address Program (CAP)**

REVISED:

## A. PURPOSE AND SCOPE

1. To implement 1999 state law designed to make the address of victims of domestic violence confidential.
2. **Related Procedures:**

Inquiries, complaints, and access to records .....	9010
Release of student information .....	6525
Centralized automated student records .....	6527

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: H-8900, K-1500; California Elections Code Section 2166.5; California Government Code Chapter 3.1, Sections 6205 *et seq.*

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Legal Services Office.
2. **Definitions**
  - a. **California Confidential Address Program (Cal CAP):** The program is designed to assist survivors of domestic violence in keeping their residential address confidential to protect them from a recurrence of the abusive situation. Cal CAP participants are given a substitute P.O. Box address in place of their home address. The Secretary of State's office forwards certain types of mail to the Cal CAP participants' physical address held at the Secretary of State's office.
  - b. **California Confidential Address Program (Cal CAP) participant:** Qualified Cal CAP participants are provided with plastic-laminated authorization cards. The card displays the participant's name, designated substitute address, Cal CAP authorization ID number, expiration date, and other pertinent information.
3. **Responsibility for School Records**
  - a. All school and district records will reflect the Cal CAP participants or the student of the Cal CAP participant's designated substitute address as printed on the authorization card. For emergency purposes, the physical address may be

given to the school, but the records should be maintained in a locked file cabinet separate from other student files. Electronic student records for Cal CAP participants should include the student's substitute address not the emergency physical address.

- b. Procedure 6525 on handling public information does not apply to Cal CAP participants or students of Cal CAP participants' physical address information.

#### **D. IMPLEMENTATION**

1. **Legal Services** annually distributes a circular with additional guidelines for the handling of Cal CAP participants' school records.
2. **Principal (or designee)**
  - a. Identifies locked file cabinet to hold emergency physical address information of Cal CAP participants (separate from other student records).
  - b. Uses substitute address provided on Cal CAP participant's authorization card on all other student records including electronic entries.
  - c. Reproduces the Cal CAP authorization card for insertion into student's record file.
  - d. Files the original notification of participation in the program document provided by the Cal CAP participant in the student's file for the duration of the four-year program or until the Secretary of State's office makes notification to discard this information.
  - e. Calls the Secretary of State's office to verify enrollment status of student at 1-877-3-Cal CAP or (916) 653-1769. The following information is necessary to verify enrollment status:
    - (1) Student's name
    - (2) Student's Cal CAP Authorization ID Code (4-digit number)
    - (3) School name and phone number
    - (4) School staff person's name requesting the information

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**E. FORMS AND AUXILIARY REFERENCES**

1. Annual Administrative Circular providing guidelines of the Cal CAP program

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education