

LOS ANGELES UNIFIED SCHOOL DISTRICT
NOBLE AVENUE ELEMENTARY SCHOOL

Closing Out Student Cumulative Records

(revised April, 2009)

Student cumulative records ("cums") are permanent legal records which must be maintained in a uniform manner. Please review and adhere to the following guidelines when working with student cumulative records.

Reminders

- **Security** As permanent legal records, student cumulative records must remain secure at the school site at all times. Do not take them home or leave them overnight in the classroom. Teachers may check out cums to update them, but they must be returned by the end of the school day to the appropriate filing cabinet in the Main Office.
- **Opening Cumulative Records** Each teacher should "open" the cumulative record of students in his/her class within the first six weeks of school. The Main Office will open cums for all new students (including Pre-K and Kindergarten), so the teacher should only open cums for returning students. To open cums, fill out the appropriate line in Section 8 – School History on the front (see Section 8 below).
- **Corrections** If an error has been made when entering information on a cumulative record, line out the incorrect data, insert corrected data, then date and initial the corrected recording. Do not attempt to eradicate or black out any recording. Do not use white out.
- **Work Samples & Paperwork** Except in the ELD portfolios and/or red intervention folders, teachers are not to include work samples or any additional paperwork in the cumulative record or in the blue Master Plan folder.

Entering Information

Teachers must fill out the cumulative record sections listed below at the end of the school year or when a student checks out of the class. It is district policy to use only **black ink** when entering information on cumulative records.

Front of the Cumulative Record

Section 1 – Identification Data

- A photograph may be attached in the upper right corner of the card. Beneath the photograph, record the date or grade level when taken.

Section 8 – School History

- Enter the student's current address and telephone number. Ditto marks (") should not be used.
- Enter the name of the school, if it is not already written.
- Record the date the student entered your classroom and the date that the student left. Accurate information must be recorded; do not automatically enter the first and last day of school. Refer to student's attendance card for the exact dates.
- Write your name as the classroom teacher.
- Enter the correct E-code.
 - E= entering Pre-K E1= entering from same school E2= entering from another LAUSD school E3= entering from another California public school E4= entering from a non-public school in California E5= entering from outside California E7= entering school for the first time (Kindergarten and above)
- Enter the student's age in years/months on the day the student entered your classroom. Refer to the attached *Chronological Age Calculator* to help you enter the accurate age. Do not just add a year to the previous teacher's entry.
- Enter the student's grade. If a student is retained, a red box should be drawn around the first year in the grade and the next year in the same grade.
- Enter the actual days present and absent. Care should be taken to use attendance cards and/or the register to record accurate information. If an administrator will be reviewing your cums before the last day of school, you may enter projected numbers in pencil; however, the final attendance must be entered in black ink on the last day of school.

Inside the Cumulative Record

Section 5 – Educational Growth and Development *This section of the cumulative record provides a place to enter significant information that will contribute to an improved understanding of the student.*

- Every entry must be dated and initialed to the left of the written comments.
- Each teacher to which a student is assigned is required to complete this section using his/her professional observations about significant academic and/or socio-emotional behaviors. Teachers should also indicate what interventions have taken place.
- Parents may request to view or challenge this section of the cum, so care must be taken when recording comments. A list of suggested comments is attached to this bulletin.
- Significant information may include the following:
 - Pertinent recommendations from an individual psychological examination recorded by the School Psychologist
 - Referrals to school or community services
 - Enrollment in or removal from a special education program
 - Circumstances involved in an acceleration or in a retention
 - Reasons for frequent transfers
 - Death, divorce, or remarriage of a parent

Section 7 – Conferences with Parents or Guardians

- Record *significant* conferences with parents/guardians during the course of the year. Do not record regularly scheduled parent conferences, unless an issue of significant importance was discussed.
- Conferences regarding retentions should be recorded here.

Section 10 – Readers and Social Studies Units *This section must be completed even if student is moving from one class to another within the same school*

- In the “Readers” column, enter the following information:
 - Publisher SRA
 - Edition OCR 2000 (Grades 1-5) or OCR 2002 (Kindergarten)
 - Reading Level Enter the Grade Level of the student
- In the “Social Studies Units” section, enter the publisher and grade level of the Social Studies book used (Scott-Foresman Social Studies).

Section 11 – Additional Information

- This section may be used to record the student’s ELD level or to indicate if the student has been reclassified.
- Enter the school year, grade level, and ending ELD level for the student.
- Record if a student has been referred to a Student Success Team meeting.

Other Information

Teachers must also include the following in student cumulative records:

- Red intervention folders
- ELD portfolios
- Copy of the **final** progress report (or last progress report if student withdraws before the end of the school year) – Please remove any non-final progress reports and shred them in Main Office.

Attachment I
Attachment II
Attachment III

[Chronological Age Calculator](#)
[Examples of Written Comments for Use with Pupil Records](#)
[Cumulative Records Completion Form](#)