

Los Angeles County Office of Education – Charter School Office Cumulative Record Checklist

Title 5 of the California Code of Regulations section 432 describes the three types of pupil records in detail: (1) mandatory permanent records; (2) mandatory interim pupil records; and, (3) permitted records. In accordance with the California Education Codes 49061-49062, the cumulative record is a legal document that is to be maintained in perpetuity. State and federal mandates require all schools to maintain documentation for students within each student's cumulative record. Each public charter school must maintain a cumulative record for each student and it must be made available for review during school-site, state, and federal compliance reviews.

The attached *Cumulative Record Checklist* is not exhaustive of all the documents that are to be maintained in a student's cumulative record. It is also not intended to replace the requirements placed on each public charter school for the creation, maintenance, retention, and destruction of student records as specified in law. It is the responsibility of each charter school to fully ensure compliance with each student's cumulative record.

Each charter school must designate a custodian of records who is responsible for each student's cumulative record, its contents and security. The custodian of records must ensure that all documents are current and accurate. According to the California Civil Code of Regulations, Section 433 (a): "The custodian of records shall be responsible for the security of pupil records and shall devise procedures for assuring that access to such records is limited to authorized persons."

In the event that cumulative records are missing, it is the responsibility of the custodian of records or their designee to make a reasonable effort to obtain the missing documents and make "reasonable attempts" using different methods. Documentation of these attempts should be maintained, including detailed records of telephone calls made or attempted, outcomes of those calls, and copies of any written correspondence sent to parents along with their responses.

The procedures for making a "reasonable attempt" to obtain documents requiring signatures are as follows:

1. Keep a copy of the original requested document sent home on file.
2. Resend a copy of the original document if it is not returned within a reasonable timeframe (5-7 days). Annotate the document to indicate the original date sent.
3. Contact the parent/guardian by telephone to serve as a reminder and request the return of the document with signature as applicable. Annotate the document to indicate the date and time the call was made. If the signed document is not returned to the school, file the annotated document in the student's cumulative record.

The *Cumulative Record Checklist* is intended to serve as a guide to monitor relevant documentation within each student's cumulative record. Depending on the student's language classification and/or special education legal requirements the school is expected to have all documents available to review during the annual oversight visits at each school.

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Foster Youth and Youth Experiencing Homelessness have a right to immediately enroll in school and begin attending classes, even if they do not have the paperwork that would typically be needed for enrollment (such as birth certificate, immunization records, transcripts, individualized education program, etc.) or if they did not check-out from their previous school.¹ Your school must immediately refer parents, guardians or unaccompanied youths to the LEA liaison to assist them in obtaining necessary immunization or other required records.

INSTRUCTIONS FOR COMPLETING THE CUM CHECK-LIST FORM

NOTE: Homeless and Foster Youth students require immediate enrollment, even if documents are missing. Students needing additional support should be referred to your identified liaisons.

- (a) **Birth Certificate** – The following are all examples of acceptable documents: Certified copy of a birth certificate; statement by the local registrar or county recorder certifying the date of birth; duly attested baptism certificate; passport; Court Order; or Health Office/Vital Statistics record of birth certificate date. When none of the above documents are obtainable, an affidavit from the parent/guardian can be submitted.
- (b) **Housing Questionnaire** – An affidavit of residency executed by the parent or legal guardian of a pupil can also be submitted as proof. Each charter school is expected to administer a *Housing Questionnaire* for purposes of identifying students experiencing homelessness and unaccompanied youth, in accordance with the federal McKinney-Vento Homeless Assistance Act; ensure that the housing questionnaire is based on best practices developed by the California Department of Education; include an explanation of the rights and protections and ensure that it is available in paper form; and annually provide the *Housing Questionnaire* to all parents, guardians and unaccompanied youths of the LEA in the primary language of the parent, guardian or unaccompanied youth.²
- (c) **Immunization Records** – California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents/guardians must show their child's Immunization Record as proof of immunization.
- (d) **Academic Records** – Including but not limited to report cards, academic transcript, intervention, etc. When a student experiencing homelessness transfers into another LEA, the LEA shall: (1) Accept and issue full credit for any coursework that the student has satisfactorily completed and shall not require the student to retake the course; (2) Issue partial credit for any coursework when the student did not complete the entire course and allow the student to take the uncompleted portion.
- (e) **Home Language Survey** – The HLS is completed by the parent/guardian at the time of initial enrollment to determine the student's primary language (EC 52164.1[a]).

¹ <https://www.cde.ca.gov/ls/pf/fy/fyedrights.asp> and <https://www.cde.ca.gov/sp/hs/>

² <https://www.cde.ca.gov/sp/hs/documents/hefpmtraining23.pptx>

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General Instructions:

- 1) Select a student at random that meets the requirement (New student, English Learner, etc.).
- 2) Keep a record of the students you review, but do not include their full name on the worksheet (initials will suffice).
- 3) Review the cumulative record file to ensure it has all the appropriate documentation. Use N/A if the item is not applicable to that student.
- 4) If the school does not have a student who matches the demographic profile listed below, please choose another option, such as "Returning Student," and indicate the student type on the form.

Note any missing documents and note steps that have been taken by the school to remedy the situation in the Reviewer Notes Section.

Date: _____

[illegible]

School Name: _____

Date: _____

In order to complete this checklist, refer to the accompanying cover letter, which provides background information and general instructions.

*The custodian of records is responsible for the security of student records maintained by the school and shall devise procedures for assuring that access to such records is limited to authorized persons.