



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** District Policy Regarding Transfer Of Cumulative Records  
Between District And Charter Schools

**NUMBER:** BUL-6118

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**DATE:** August 29, 2013

**MAJOR  
CHANGES:** This is a new bulletin.

**GUIDELINES:** In the Los Angeles Unified School District, we are all working together to help all youth achieve. In order to provide a comprehensive educational plan and appropriate placement for every student at the beginning of the school year, it is critical that we share information between schools in a timely manner. When students transfer between district schools and charter schools, it is important to provide the complete cumulative records to the student's new school.

Per Education Code § 49068, when a student transfers to a new school (officially enrolled), the student's permanent record must be transferred within 10 school days of the request from the new school. This bulletin serves as a reminder to all district and charter schools to provide a copy of the complete cumulative record of a student who has transferred as quickly as possible, no later than 10 schooldays after it is requested. Schools must plan accordingly during the matriculation period to ensure that student records are transferred within the specified time frame.

In addition to the above referenced education code, the LAUSD Cumulative Record Handbook requires that a copy of the entire cumulative record is to be shared when a student transfers between district schools and/or charter schools.

Please note that, according to the Procedures for Transfer of Records in the *Cumulative Record Handbook for Elementary Schools* (Section III.E.) and the *Cumulative Record Handbook for Secondary Schools* (Section 306), there are two types of charters aligned with LAUSD, and records should be treated as follows:

1. Affiliated, conversion and PSC charter schools are treated as LAUSD schools and receive the entire cumulative record, including the green folder with the current IEP.

**ROUTING**  
All Employees  
All Locations



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Note: any affiliated charter schools or conversion independent charter schools must sign the district's "Agreement to Maintain Pupil Records" in order to receive cumulative records, as outlined in district policy bulletin BUL-5528.0.

- 2) Independent charter schools receive a copy of the entire cumulative record, including a copy of both sides of the cumulative record folder and test label card inserts.

Similarly, independent charter schools must provide complete cumulative records when requested, including printouts from any separate data systems that contain student information required in the cumulative records.

Thank you for your cooperation and commitment to providing the best programming and placement of the youth of our district.

**AUTHORITY:** This is a policy of the Office of Curriculum, Instruction, and School Support in conjunction with the Office of Data and Accountability and the Charter Schools Division.

**RELATED RESOURCES:** *Cumulative Record Handbook for Elementary Schools* and the *Cumulative Record Handbook for Secondary Schools*

**ASSISTANCE:** For assistance or further information please contact

For assistance or further information please contact Isaac Alatorre, K-12 Counseling Coordinator at (213) 241-7510 or via email at [ixa0638@lausd.net](mailto:ixa0638@lausd.net) in OCISS; in Charter School Division, Brian Lin at (213) 241-0399 or via email at [brian.lin@lausd.net](mailto:brian.lin@lausd.net) or Vicki Gonzales, Office of Data and Accountability at 213-241-4850.