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Cumulative Record Request  
(SHPD-P014)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure discusses the process for a Cumulative Record Request for grades Kindergarten through 8<sup>th</sup> grade.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Pupil Personnel Records Technician, SHPD  
2.2 Supervisor III, SHPD

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director III, SHPD

Approved signature on file

**4.0 DEFINITIONS:**

- 4.1 CUM – Cumulative Record  
4.2 CRC – Continuous Record Card  
4.3 SCOE – Sacramento County Office of Education  
4.4 SCUSD – Sacramento City Unified School District  
4.5 SHPD – Student Hearing and Placement Department:

**5.0 PROCEDURE:**

- 5.1 Intra District Request:
- No copies of mandated records sent to SHPD
  - Send completed CUM in envelope to requesting school
  - Attach Tracking Sheet Form to CUM folder
  - Send via SCUSD mail truck
  - School site completes site log
- 5.2 Inter District Request for County schools:
- 5.2.1 Copy mandated records:
- Continuous Record Card (CRC)
  - All Report Cards/ Transcripts
  - Immunization Record
  - Birth Certificate
- 5.2.2 Send a copy of mandated records, completed Tracking Sheet Form (SHPD-F069) and a copy of the CUM request form to SHPD
- 5.2.3 Place CUM with all original records in envelope with a copy of the CUM request form
- 5.2.4 Address envelope as follows:
- SCOE

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- (Place District Name in parenthesis)
- School Name
- Attention: Records
- Return Address of sending school (place in upper left hand corner of envelope)

5.2.5 Send via SCUSD mail truck

5.2.6 School site completes site log

5.3 Inter District Request for U.S. Mail:

5.3.1 Copy mandated records:

- Continuous Record Card (CRC)
- All Report Cards/ Transcripts
- Immunization Record
- Birth Certificate

5.3.2 Send a copy of mandated records, completed Tracking Sheet Form (SHPD-F069) and a copy of the CUM request form to SHPD

5.3.3 Place CUM with all original records in envelope with a copy of the CUM request form

5.3.4 Address envelope as follows:

- School Name
- Address
- Attention: Records
- Return address of sending school (place in upper left hand corner of envelope)

5.3.5 Send via SCUSD mail truck

5.3.6 School site completes site log

**6.0 ASSOCIATED DOCUMENTS:**

6.1 SHPD Tracking Sheet Form (SHPD-F069)

6.2 School Site Log

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Application Extender	Identified Computer/Server	Indefinitely	n/a	Password

**8.0 REVISION HISTORY:**

**Date:**      **Rev.**      **Description of Revision:**

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08/12/09      A      •      Initial Release

**\*\*\* End of procedure \*\*\***