

Students

Procedures for Recording Data on Permanent Record Cards

1. The CAHSEE testing stamp should appear on the front of the PRC indicating dates of passing. College entrance tests result stickers should be placed in the space provided under "Test Data."
2. Permanent record cards will be prepared for all kindergarten students and every student presently enrolled for whom no permanent record card exists.
3. When a student transfers to another school within the Lompoc Unified School District, the permanent record card should be moved to the new school.
4. Permanent record cards for students (Grades K-8) leaving the Lompoc Unified School District will be forwarded to Student Services for storage. Permanent record cards of students in Grades 9-12 who withdraw shall be forwarded yearly for scanning. Permanent record cards of graduate students will be scanned upon posting the final grades.
5. Entering students should be asked if they previously attended school in the Lompoc Unified School District to avoid the duplication of permanent record cards. Stored cards are available from Student Services upon readmission of a pupil to a school in the District.

Legal Reference:

CALIFORNIA EDUCATION CODE

49062 Records; Establishment, Maintenance and Destruction

CALIFORNIA ADMINISTRATIVE CODE, TITLE 5

Article 2, Section 437 Retention and Destruction of Pupil Records

Article 2, Section 432 Varieties of Pupil Records

Lompoc Unified School District

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