



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Official Roll Book/Grade Book

NUMBER: REF-2423.1

ISSUER: Liza Scruggs, Assistant Superintendent
Instructional Support Services

DATE: May 1, 2006

ROUTING

Local District Superintendents
Local District Directors of
Support Services
Secondary Principals
AP, Secondary Counseling
Services
Teachers
Counselors

POLICY: LAUSD school personnel will follow procedures outlined in the Reference Guide to maintain a uniform official roll book/grade book to appropriately certify student marks and course records and to adhere to policies regarding properly storing and destroying documents.

MAJOR CHANGES: This Reference Guide has been revised to reflect features that are now available with LAUSDMAX Gradebook.

GUIDELINES: The following guidelines apply:

I. INTRODUCTION

The purpose of this reference guide is to identify the parts of an official roll book/grade book, to provide procedures for certifying student marks and course records, and to outline steps for saving and properly destroying documents.

An official roll book/grade book may be:

- the LAUSD Roll Book (paper copy),
- the LAUSDMAX Gradebook (electronic grade book), or
- an outside vendor electronic grade book.

II. PARTS OF THE OFFICIAL ROLL BOOK/GRADE BOOK

The LAUSD ROLL BOOK is a legal document used by teachers for recording grades and other information required for the proper operation of the District's secondary schools. Any school not taking attendance via LAUSDMAX shall continue to report attendance as in the past.

The electronic grade book (LAUSDMAX Gradebook or an outside vendor product) is a legal document used by teachers for recording grades and other information required for the proper operation of the District's secondary schools.



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An official roll book/grade book contains the parts listed below. (The parts contained in LAUSDMAX in various screens are identified with an asterisk *. Additional documentation will not be needed for these parts.)

- A. *Title information, including course title, teacher's name, period, room number.
- B. *Class roster of student names and grade levels.
- C. *Dates entered and left. (Included in LAUSD attendance screen)
- D. *Assignments, a minimum of one per week, including date and title of the assignment.
- E. *Marks earned by each student for the assignments, a minimum of one per week.
- F. Dates when unsatisfactory notes are sent and parent/guardian contacts are made. Keep a separate log of parent/guardian contacts.
- G. *Progress report and report card marks summary for each course indicating the academic marks, work habits marks, and cooperation marks for the progress reporting periods, mid-semester marks, and end-of-course semester marks.
- H. Certification page signed and dated by the teacher indicating that all marks are accurate and a true reflection of the students' demonstration of mastery of course standards.

Part of administrators' responsibilities is to monitor the instructional program and to periodically review the paper roll books and the electronic grade books for accuracy and completion. See Attachment A for Roll Book/Grade Book Review Form.

III. CERTIFYING STUDENT MARKS AND COURSE RECORDS

At the end of each semester of the course, the teacher is responsible for certifying that all marks issued to students are accurate and a true reflection of the students' demonstration of mastery of course standards. Teachers will use the certification forms as listed below:

- LAUSD Roll Book, paper copy - certification form is located in the front of the book and is turned in with the roll book at the completion of the course.
- LAUSDMAX Gradebook – use the Certification Form Attachment B.
- Outside vendor electronic grade book - use the Certification Form Attachment B.

IV. SAFE STORAGE AND DESTROYING OF ROLL BOOKS/GRADE BOOKS

School personnel shall make arrangements for safe storage of roll books/grade books at the school site for a period of five years or one year after the students enrolled in the course have graduated, whichever is longer. Whenever



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possible, these documents shall be kept in a locked room not readily accessible by students or school personnel.

At the conclusion of each semester roll carrying personnel shall turn in to the appropriate administrator the materials listed below:

If using the LAUSD Roll Book (paper copy), turn in these items:

- Roll Book paper copy
- Course syllabus, including an explanation of marks
- Certification form, if not in the Roll Book
- Log of parent/guardian contacts, if not in the Roll Book

If using the LAUSDMAX Gradebook (electronic grade book), turn in these items:

- Course syllabus, including an explanation of marks
- Certification form
- Log of parent/guardian contacts

If using an outside vendor electronic grade book, turn in these items:

- Course syllabus
- Certification form, including an explanation of marks
- Log of parent/guardian contacts
- Paper print out or a CD containing a pdf file for each course with all student names, assignments and marks

When the documents are ready to be destroyed, the principal shall make arrangements for proper shredding of the documents. The District is investigating the possibility of contracting with a company to provide these services and will send out separate communication at a later date.

AUTHORITY: These Los Angeles Unified School District procedures are in alignment with District policies.

RELATED RESOURCES: Please refer to the Bulletin BUL – 1353.1, Marking Practices and Procedures, December 23, 2005.

ASSISTANCE: For assistance or further information please contact:
Bud Jacobs, Director High School Programs, at 213-241-6895
Jeanie Leighton, Director Middle School Programs, at 213-241-6080
Stephen Lawler, Organizational Change Management/Communications ISIS at stephen.lawler@lausd.net



ROLL BOOK/GRADE BOOK REVIEW

Parts included in LAUSD MAX Gradebook are identified with an asterisk *.

I. Title Information *

_____ Course title, teacher's name, period, room number

II. Class Roster *

_____ Students' names listed with grade levels

_____ Date entered and left for each student (Included in LAUSD MAX Attendance screen)

III. Assignments Identified *

_____ Assignments identified, minimum of one per week

_____ Title and date of assignment

IV. Marks *

_____ Marks earned by each student for the assignments, minimum of one per week

V. Communication with Parents/Guardians

_____ Log of dates when unsatisfactory notes were sent home or parent/guardian contacts made

VI. Marks Summary *

_____ Academic marks, work habits marks, and cooperation marks for progress reports, mid-semester and end-of-course semester mark reports

VII. Certification Page

_____ Certification Page signed and dated by the teacher in ink



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CERTIFICATION PAGE

SCHOOL: _____

TEACHER: _____

DEPARTMENT: _____ TERM ENDING: _____

CERTIFICATION

The following certification statement shall be signed at the end of the semester by the teacher assigned the responsibility for the classes in this electronic grade book.

To the best of my knowledge and belief this electronic grade book has been kept as required by law and in accordance with the instructions of the Superintendent of Public Instruction and the policies and instructions of the Los Angeles Unified School District.

(Signed) Teacher or Authorized Employee

Date