

**LOS ANGELES COMMUNITY COLLEGES  
OFFICE OF THE CHANCELLOR  
ADMINISTRATIVE REGULATIONS**

**INDEX NUMBER: E-99**

**REFERENCE: Board Rule 7708-7709**

**TOPIC: Classification of Admissions and  
Records Documents**

**ISSUE DATE: September 3, 2003**

**INITIATED BY: Instructional and Student  
Support Services**

**CHANGES: New Regulation**

**DATES OF CHANGES:**

For the purpose of complying with the classification of records policy contained in Board Rule 7708 and the destruction of records policy contained in Board Rule 7709, the following Admissions and Records documents are classified as follows:

<b>STUDENT RECORDS:</b>	<b>CLASS 1</b>	<b>CLASS 2</b>	<b>NOT A RECORD</b>
APPLICATION FOR ADMISSION	X		
K-12 AUTHORIZATION FORM	X		
WEB APP SIGNATURE SHEET	X		
COURSE REQUEST CARD		X	
ADD PERMITS		X	
DROP CARD		X	
OPEN CLASS ENROLLMENT CARD		X	
SECTION TRANSFER CARD		X	
STUDENT INFORMATION CHANGE	X		
AUDIT PERMIT CARD		X	
LACCD TRANSCRIPT- CUM CARD	X		
INCOMING TRANSCRIPT		X	
TRANSCRIPT REQUEST FORM			X
ADMINISTRATIVE CARD		X	
VERIFICATION REQUEST FORM			X
<b>STUDENT PETITIONS:</b>			
GRADE CHANGE		X	
GENERAL		X	
RESIDENCE RECLASSIFICATION		X	
AB 540 AFFIDAVIT	X		
DISMISSAL APPEAL		X	
GRADUATION		X	
CERTIFICATES		X	
READMISSIONS		X	
EXCESS UNITS		X	

<b>INSTITUTIONAL RECORDS:</b>	<b>CLASS 1</b>	<b>CLASS 2</b>	<b>NOT A RECORD</b>
ATTENDANCE ROSTERS		X	
CENSUS ROSTERS		X	
WSCH EXCLUSION/EARLY ALERT		X	
WSCH EXCLUSION ROSTER		X	
DSCH/PA EXCLUSION ROSTER		X	
POSITIVE ATTENDANCE ROSTER		X	
GRADE COLLECTION FORM		X	
EXCLUSION CARD AND FORM		X	
INCOMPLETE GRADE REPORT		X	
IN LIEU GRADE REPORT		X	
TBA ROSTERS		X	