

ACTION, TO SHARE

LOS ANGELES UNIFIED SCHOOL DISTRICT
Deputy Superintendent, Operations and Support Services

DISTRIBUTION: All Schools and Offices

SUBJECT: BULLETIN NO. N-3
CALIFORNIA CONFIDENTIAL ADDRESS
PROGRAM IMPLEMENTATION

ROUTING
Administrators
Principals
Assistant Principals
Office Staff

DATE: September 22, 1999

OFFICE: School Operations

APPROVED: DAN ISAACS, Assistant Superintendent



For further information, please call the Office of the General Counsel, Legal Services at (213) 241-7600, Pupil Services at (213) 241-3844, or the Office of Chief Operating Officer at (213) 241-4133.

I. INTRODUCTION

The California Confidential Address Program (Cal CAP) for victims of domestic violence became effective July 1, 1999, pursuant to the passage of SB 489. Cal CAP is administered by the Secretary of State and the program goal is to help survivors of domestic violence remain safe once they have escaped from an abusive situation. Each certified participant is assigned a substitute address to use in place of their home, work or school address which is kept confidential.

II. PURPOSE

- A. State, county and local government agencies work in concert with the Secretary of State in protecting a Cal CAP participant's confidential address from public records access. These agencies are required to use the substitute address for all internal and external records.
- B. The purpose of this bulletin is to provide procedural guidelines for handling the records of Cal CAP students or employees. Because it is anticipated that half of the program participants may be children or students attending public schools, it is important that all administrators and office staff be aware of and adhere to these procedures to ensure address confidentiality.

III. PROCEDURES

- A. Each participant in the program will receive from the State a laminated ID card containing his/her Cal CAP substitute address and four-digit authorization number. Whenever a student or parent participant presents the card to school administrators, the substitute P.O. Box address shall be accepted as the participant's legitimate address. It shall be used for all future communication and correspondence which require an address. Also, the four-digit ID number should be placed after the student's or parent's last name when sending mail.

- B. For purposes of establishing residency or in case of emergency only, Cal CAP participants have been instructed to provide administrators with their actual residence information (which shall remain confidential).
- C. Cal CAP constituents will also present to school administrators a bright red document that should be placed in the student's file to indicate his/her participation in the Confidential Address Program (see sample--Attachment A). This document shall remain in the student's files for the duration of the program or until notification is received from the Secretary of State's office.
- D. Since school records are readily accessible to school district staff, non-custodial parents, and some cases even the public, it is important that the student's records DISPLAY ONLY THE SUBSTITUTE ADDRESS--never the student's actual residence location. Do not include the actual residence address in any student files and/or records. Under Cal CAP, the confidential address is NOT PUBLIC RECORD and should be handled in strict confidence for security purposes. Further, the confidential residence address SHALL NOT be made available to anyone under any circumstance.
- E. It is important to note that no other identifying information, such as a telephone number, is accorded the same confidentiality.
- F. The California Secretary of State, acting as their agent, receives the student's and parent's mail at the substitute address and forwards it to their confidential address within 48 hours. This forwarding service is available for four years.
- G. When a student transfers from one school to another, the transferring school may send the records to the California Confidential Address Program (see Attachment A). The Cal CAP staff will then forward the records to the new school, thereby ensuring the confidentiality of the student's new address and school.

IV. CONCLUSION

Cal CAP is important because it allows state and local agencies throughout California to coordinate to ensure address protection to survivors of domestic abuse. It offers victims willing to flee their abusive, threatening environment, an additional layer of security by providing a substitute mailing address to use whenever their home, work or school address is requested.

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LOS ANGELES UNIFIED SCHOOL DISTRICT
Deputy Superintendent, Operations and Support Services

BULLETIN NO. N-3
September 22, 1999

ATTACHMENT A

Office of Secretary of State
Bill Jones
P. O. Box 846
Sacramento, CA 95812-0846
916.653.1769
Fax: 916.653.7625

California Confidential Address Program
"For Victims of Domestic Violence"

(SEAL OF THE STATE OF CALIFORNIA)

SAMPLE – DO NOT DUPLICATE

PLACE THIS DOCUMENT IN THE STUDENT'S SCHOOL RECORDS

CALIFORNIA CONFIDENTIAL ADDRESS PROGRAM

SUMMARY OF PROGRAM: On July 1st 1999, the Secretary of State began administering the new California Confidential Address Program (Cal CAP) for victims of domestic violence pursuant to SB 489/Ch 1005/98. It is the goal of the Secretary of State's office through Cal CAP to help survivors of domestic violence remain safe once they have escaped from an abusive situation. Under this confidential program, each certified participant is assigned a substitute address to use in place of their home, work or school address – which is kept confidential. The substitute address has no correlation to the participant's actual location.

Each participant certified by the Secretary of State also receives a plastic-laminated authorization card. This card will display the participant's name, designated substitute address, Cal CAP authorization ID number, expiration date, and other pertinent information.

SCHOOL RESPONSIBILITY: State, county and local government agencies work in concert with the Secretary of State in protecting a Cal CAP participant's confidential address from public records access. These agencies are required to use the substitute address for all internal and external records created on behalf of a participant (Gov. Code Section 6207, Ch. 3.1). It is important to note that no other identifying information, such as a telephone number, is accorded the same confidentiality. When the parent, guardian or student participant presents their Cal CAP authorization card, it is the school's responsibility to accept the Cal CAP substitute P.O. Box address (shown on the card) as though it is the participant's actual residence address. For emergency purposes ONLY, the physical address may be provided. Contact the Cal CAP office for further information.

It is expected that approximately half of all Cal CAP participants will be school-aged children, although school administrators may encounter program participants as parents, school personnel in addition to their students. While the number of Cal CAP participants in any one school district may be relatively small, the employed security measures of the school are critical to ensure address confidentiality of the participants' new locations. Cal CAP participants will appreciate your sensitivity and thoughtfulness whenever they request school officials to honor their substitute addresses.

HOW TO HANDLE RECORDS FOR CAL CAP STUDENT: Since school records are readily accessible to school district staff, non-custodial parents, and in some cases even the public, it is important that the student's records display only the substitute address – never the student's actual residence location. When a student decides to transfer from one school to another, the transferring school may send the files to the California Confidential Address Program. School records should document this. The Cal CAP staff will then forward the records to the new school, thereby ensuring the confidentiality of the student's new address.

VERIFYING ENROLLMENT STATUS: To verify the enrollment of a student in the California Confidential Address program, you may call our office at (916) 653-1769 or toll free 1-877-3-Cal CAP. Please have the following information ready for the Cal CAP staff:

- Student's Name
- Student's Cal CAP Authorization ID Code (4-digit number)
- School Name and Phone Number
- School Staff Person's Name Requesting the Information

If You Have Additional Questions or Concerns, Contact the Manager of the California Confidential Address Program Immediately

SAMPLE – DO NOT DUPLICATE

1-877-3-Cal CAP