



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** California Confidential Address Program Implementation

**NUMBER:** BUL-6591.0

**ISSUER:** Earl R. Perkins, Assistant Superintendent  
School Operations

Thelma Meléndez de Santa Ana, Chief Executive Officer  
Office of Educational Services

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School Operations

**DATE:** October 5, 2015

**ROUTING**  
All Schools and Offices

**PURPOSE:** The purpose of this Bulletin is to provide procedural guidelines for handling the records of students or employees participating in the California Confidential Address Program (Cal CAP) administered by the Secretary of State.

**MAJOR CHANGES:** This revision replaces Bulletin BUL-5073.0 of the same title dated April 7, 2010, issued by the Office of the Chief Operating Officer. The content has been updated to reflect current contact information and organizational structure.

**GUIDELINES:** Confidential Address Program (Cal CAP) for victims of domestic violence became effective July 1, 1999. Cal CAP is administered by the Secretary of State, and the program’s goal is to assist survivors of domestic violence to remain safe once they have escaped from an abusive situation. Each certified participant is assigned a substitute address to use in place of his/her home, work, or school address, which is kept confidential.

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.

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.

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 leaving an abusive, threatening environment an additional layer of security by providing



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a substitute mailing address to use whenever their home, work, or school address is requested.

### I. 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 Post Office (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. The four-digit ID number should be placed after the student's or parent's last name when sending mail.

For schools using the My Integrated Student Information System (MiSiS) to enroll students, the Confidential Address Program ID must be entered on the student enrollment screen. The P.O. Box address should be entered for the student's home address and the parent/guardian mailing address. Refer to the Enrollment Job Aide on the MiSiS website ([misis.lausd.net](http://misis.lausd.net)) for further information. Report cards and other reports generated from MiSiS will use the substitute mailing address and include the CAP ID.

- B. For purposes of establishing residency or in case of an emergency only, schools should get written authorization from the Cal CAP participant and fax this authorization, on school letterhead, to Cal CAP at (916) 653-7625. This facsimile shall also remain confidential.
- C. Cal CAP constituents may 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 Cal CAP (see Sample - Attachment A). This document shall remain in the student's files for the duration of participation in the program or until notification is received from the Secretary of State's office.
- D. Since school records are readily accessible to District staff, non-custodial parents, and in some cases even the public, it is important that the student's records, including entries in MiSiS, display only the substitute address and 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 a public record and should be handled in strict confidence for security purposes. The confidential residence address SHALL NOT be made available to anyone, under any circumstance.



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- E. 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 (4) years.
  
- F. When a student transfers from one school to another, the transferring school may send the records to the Cal CAP (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.

**AUTHORITY:** Code of Civil Procedure, Section 1277  
Government Code Section 6205-6210

**RELATED RESOURCES:** California Confidential Address Program, (877) 322-5227  
[www.sos.ca.gov/lifeathome/](http://www.sos.ca.gov/lifeathome/)  
MiSiS Resources and Job Aids

**ASSISTANCE:** For assistance, call the Office of School Operations at (213) 241-5337.



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Attachment A



**DEBRA BOWEN** | SECRETARY OF STATE  
STATE OF CALIFORNIA | SAFE AT HOME

P.O. Box 846 | Sacramento, CA 95812 | Tel (877) 322-5227 | Tel (916) 653-1769 | Fax (916) 653-7625 | [www.sos.ca.gov/safeathome](http://www.sos.ca.gov/safeathome)

**IMPORTANT: ATTACH THIS DOCUMENT TO THE FRONT OF THE STUDENT FILE**

## **SAFE AT HOME CALIFORNIA CONFIDENTIAL ADDRESS PROGRAM**

**SUMMARY OF PROGRAM:** Effective July 1, 1999, the Secretary of State began administering the Safe at Home, Confidential Address Program pursuant to Government Code Sections 6205- 6210. This statewide program helps survivors of domestic violence, stalking and sexual assault protect their whereabouts after escaping an abusive situation. Each certified participant is assigned a substitute address to use in place of his/her home, work or school address, which is kept confidential. The substitute address is a P O Box in Sacramento, California. Each certified participant receives a plastic-laminated ID card that displays the participant's name, signature or parent signature, Safe at Home P O Box address, 4-digit authorization number, expiration date and Safe at Home's toll-free number.

**SCHOOL RESPONSIBILITY:** When the participant (who may be the custodial parent, guardian or the student) presents his or her ID card and asks for his or her residence, work or school address information to be kept confidential, the school is required to accept the Safe at Home substitute P O Box address as the participant's address for mailing purposes. For emergency card purposes and to establish school district eligibility, if required, the actual physical address of the participant must be provided by the participant. However, the school and district is required by law to keep the participant's residence address and telephone information confidential and may not share this information with other parties unless directed to do so by a court order or law enforcement request, pursuant to Government Code Section 6207.

**RECORDS CONFIDENTIALITY:** Student records that are accessible to general school staff, non-custodial parents, and the public must display only the participant's Safe at Home P O Box address, never the participant's actual physical residence address location or phone number. Any student records that contain the participant's actual residence address or phone number, such as the emergency card or enrollment eligibility verification paperwork, must be kept in a confidential location, with restricted access.

**RECORDS TRANSFERS:** If records must be transferred to a new school, please inform the participant that your school or district will forward the records to the new school, as required by law. However, Government Code Section 6207 requires state and local agencies to keep statutorily or administratively required participant information confidential. If your school or district is required to keep a record of where school records were sent, this information may be used only for internal administrative purposes and may not be released to third parties unless in response to a law enforcement request or court order.

**REQUESTS FOR INFORMATION:** If a non-custodial parent requests the name of the new school or the participant's residence address or telephone number, you may release only the participant's assigned Safe at Home P O Box mailing address and Safe at Home's contact information. The non-custodial parent may call our office toll-free at 1-877-322-5227 for more information about how to properly serve a participant with service of process. Also, if you are required to release any information because of a law enforcement request or court order, we ask that you please notify the participant. Their personal safety and the safety of their family may be at great risk.

**QUESTIONS?** If you have any questions or to verify the active enrollment of a Safe at Home participant, please feel free to call Safe at Home toll-free at 1-877-322-5227 between 8 a.m. and 5 p.m., Monday through Friday.