

Students

STUDENT RECORDS

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall ensure that the District's administrative regulation and school site procedures for maintaining the confidentiality of student records are consistent with state and federal law. The Superintendent or designee shall establish regulations governing the identification, description and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review inspect and copy student records and shall protect the student and the student's family from invasion of privacy.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the district level. At each school, the principal or a certificated designee shall act as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records.

Legal Reference: (See next page)

STUDENT RECORDS (continued)

Legal Reference: Education Code  
48201 Student records for transfer students who have been suspended/expelled  
48904-48904.3 Withholding grades, diplomas, or transcripts  
48918 Rules governing expulsion procedures  
49060-49079 Student records  
49091.14 Parental review of curriculum  
51747 Independent study programs  
56050 Surrogate parents  
56055 Foster parents  
Code of Civil Procedure  
1985.3 Subpoena duces tecum  
Family Code  
3025 Access to records by noncustodial parents  
Government Code  
6252-6260 Inspection of public records  
Health and Safety Code  
120440 Immunizations; disclosure of information  
Welfare and Institutions Code  
681 Truancy petitions  
16010 Health and education records of a minor  
Code of Regulations, Title 5  
430-438 Individual student records  
16020-16027 Destruction of records of school districts  
United States Code, Title 20  
1232g Family Educational Rights and Privacy Act  
Code of Federal Regulations, Title 34  
99.1-99.67 Family Educational Rights and Privacy  
300.501 Opportunity to examine records for parents of student with disability

Management Resources:

Federal Register  
Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855  
U.S. Department of Education Publications  
Joint Guidance on the Application of FERPA and HIPAA to Student Health Records, November 2008  
WEB SITES  
California Department of Education: <http://www.cde.ca.gov>  
U.S. Department of Education, Family Policy Compliance Office, <http://www.ed.gov/policy/gen/guid/fpc/index.html>