

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:

Education Code 48201, 48904-48904.3, 48918, 49060-49079, 49091.14, 51747, 56050, 56055

Code of Civil Procedure 1985.3

Family Code 3025

Government Code 6252-6260

Health and Safety Code 120440

Welfare and Institution Code 681, 16010

Code of Regulations, Title 5: 430-438, 16020-16027

United States Code, Title 20: 1232g

Code of Federal Regulations, Title 34: 99.1-99.67, 300.501

Policy Adopted: 2/12/2015