

STUDENT RECORDS

The Board of Education recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law.

The Superintendent or designee shall establish regulations for Board approval 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 photocopy student records and shall protect the student and the student's family from invasion of privacy.

(cf. 3580 - District Records)
(cf. 4040 - Employee Use of Technology)
(cf. 5125.1 - Release of Directory Information)
(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5125.3 - Challenging Student Records)

Custodian of Records

The Assistant Superintendent of Human Services shall 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. The custodian of records shall be responsible for implementing the Board policy and administrative regulation regarding student records. (5 CCR 431)

Legal Reference:

EDUCATION CODE

48904 *Liability of parent*

48904.3 *Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold*

49060-49078 *Pupil records*

CODE OF CIVIL PROCEDURE

1985.3 *Subpoena duces tecum*

FAMILY CODE

3025 *Parental access to records*

GOVERNMENT CODE

6252-6260 *Inspection of public records*

WELFARE AND INSTITUTIONS CODE

16010 *Health and education records of a minor*

CODE OF REGULATIONS, TITLE 5

430-438 *Individual pupil records*

16020-16028 *Destruction of records of school districts*

UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act*

Legal Reference: (Continued next page)

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Legal Reference:

*CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.8 Family Educational Rights and Privacy
300.500 Definition of "personally identifiable"
300.501 General responsibilities of public agencies
300.502 Opportunity to examine records
300.573 Destruction of information*

Policy
Adopted: September 11, 2000

BREA OLINDA UNIFIED SCHOOL DISTRICT
Brea, California