**Students** BP 5125(a)

**STUDENT RECORDS**

The Governing Board 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 Executive Director 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.

*(cf. 3580 - CCA Records)*

*(cf. 4040 - Employee Use of Technology)*

*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*

*(cf. 5125.3 - Challenging Student Records)*

The Executive Director or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at College and Career Advantage (CCA) level. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

*Legal Reference:*

*EDUCATION CODE*

*48201 Student records for transfer students who have been suspended/expelled*

*48904-48904.3 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*

*48918 Rules governing expulsion procedures*

*49060-49079 Pupil 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 pupil 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*

BP 5125(b)

**STUDENT RECORDS**

*Legal Reference (continued):*

*300.500 Definition of "personally identifiable"*

*300.501 Opportunity to examine records for parents of student with disability*

*300.573 Destruction of information*

*COURT DECISIONS*

*Falvo v. Owasso Independent School District, 220 F.3d. 1200 (10th Cir. 2000)*

*Management Resources:*

*WEB SITES*

*U.S. Department of Education, Family Policy Compliance Office, http://www.ed.gov/policy/gen/guid/fpco/index.html*

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| Policy  adopted: August 28, 2008  revised: February 1, 2024 | **COLLEGE AND CAREER ADVANTAGE**  San Juan Capistrano, California |