

Students

Student Records

The Board of Education 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 administrative regulations governing the identification, retention and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records and shall protect students and their families 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 the Board policy and administrative regulation regarding student records.

Student Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety.

Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

- Legal References:
- 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/fpco/index.html>

Policy

adopted: 05/11/67

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revised: 09/05 /06 (technical revisions)

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revised: 02/16/10

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