

LEGAL GUIDELINES

Student Records

Intent of the Legislation - Under current law (Public Law 93-380, Family Rights and Privacy Act; California Education Code Section 49061 to 49078) parents are guaranteed access to their children's school records and allowed to correct any errors. They may receive copies of any records they request for a fee of 25 cents per page to cover the cost. Records will be released to parents five business days from receipt of the request. The release of information to others is severely limited without written parent consent. Schools are required to maintain permanent records indefinitely; other records need not be kept beyond their usefulness. Parents' rights transfer to student at age 18. The Assistant Superintendent of Student Services, Linda Low, is the custodian of all student records.

Definition of Records - School records consist of the permanent record (birth date, enrollment date, subjects, grades); the cumulative record (a history of the student's development and educational progress, including test scores); a confidential health card; and student information card (emergency information, updated yearly.) The records are kept at the school site. The school principal or designee is responsible for maintaining pupil records. School district officials and employees who have a legitimate educational interest have access to the records. Each school office maintains a posted list of staff granted access to records. The location of the log or record required to be maintained pursuant to the criteria to be used by the District in defining, "school officials and employees" and in determining "legitimate educational interest" is available upon request.

Inspection of Records - If, at any time, parents wish to inspect the school records of their child, they must contact the school principal who will arrange for an appointment when an administrator or appropriate certificated specialist is available to assist in interpreting. If parents wish to challenge information in their child's record, they are to request PPS form 6.44 from the principal.