

BOARD POLICY

Student Records, Maintenance and Release of Information from

Official school/district records, pertaining to all forms of personal information regarding any particular pupil enrolled in the district, shall be maintained under strict precautions to ensure that all personally identifiable information is accurate, relevant, timely, and complete. All records contained in written and/or electronic files, no matter the location, which are generated, maintained, used, or disseminated by the district, shall be open; and copies shall be made available at a reasonable fee for parental, guardian, and/or 18-year-old pupil inspection, review, and modification, in compliance with federal and state laws and/or the applicable sections of the Education Code, under appropriate regulations and operating procedures to be developed and implemented by the superintendent or designated representatives.

No personal information regarding any particular pupil enrolled in the district shall be disseminated to any person or agency except under the judicial process unless the person or agency is one of those stipulated by federal and state laws or is authorized, in writing, by the parent, guardian, and/or the particular 18-year-old pupil.

Selling of student information or any use for marketing purposes is prohibited by the Board.

Ref: EC Sections 49060-49069, 49073, 49075-49078, 49556, 51101

20 USC 1232(g)(h)

Adopted: January 21, 1975

Revised: August 27, 1979

Reviewed: March 4, 1986

Reviewed: July 1, 2000

Revised: August 17, 2004