Students

Student Records

The 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 Superintendent shall review any request for release of student records and shall consider whether responding to the request is consistent with federal law, California state law and regulations and the Family Education Rights and Privacy Act, and whether it is in the best interest of the San Mateo County Office of Education and its student programs either to release the information or to withhold it, in either case consistent with legal requirements.

The Superintendent 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.

The Superintendent shall designate a certificated employee to serve as custodian of records with overall responsibility for student records at the County Office of Education, and shall designate that at each program site the program manager or a certificated designee shall act as custodian of records for students enrolled at that site. The custodian of records shall be responsible for implementing Board Policy and Administrative Regulations regarding student records.

Legal References:

EDUCATION CODE
48201 Records for transfer students who have been suspended/expelled
48904-48904.3 Withholding grades, diplomas or transcripts
49060-49079 Pupil records

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
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
Students

Student Records

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

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