

## STUDENT RECORDS – Your Parental Rights

The State of California mandates that school districts notify parents and guardians in writing of their rights to access their child's educational records. The following is an excerpt from Sierra-Plumas Joint Unified School District Administrative Regulation 5125, *Student Records*. If you have further questions, please contact your child's school secretary or the Sierra-Plumas Joint Unified School District Office.

Parents/guardians of students younger than age 18 have access to their child's educational records. (Ed Code 49069)

"*Student records*" are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of the employee's duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (34 CFR 99.3; Education Code 49061, 49062; 5 CCR 430)

*Student records do not include:* (34 CFR 99.3; Education Code 49061, 49062; 5 CCR 430)

### 1. Directory information

Administrative Regulation 5125.1:

*Directory Information* means information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (34 CFR 99.3; Education Code 49061)

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| 1. Name                 | 7. Participation record in officially recognized activities and sports |
| 2. Address              | 8. Weight and height of athletic team members                          |
| 3. Telephone number     | 9. Dates of attendance   |
| 4. Email address        | 10. Degrees and awards received  |
| 5. Date of birth        | 11. Most recent previous school attended                               |
| 6. Major field of study |  |

*Directory information* does not include a student's social security number or student identification number. However, for purposes of accessing or communicating in electronic systems, directory information may include a student identification number, user identification, or other personal identifier used by the student provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (34 CFR 99.3)

*Directory information* also does not include a student's citizenship status, immigration status, place of birth, or any other information indicating national origin.

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute
3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8
4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

*Legitimate educational interest* is an interest held by any school official, employee, contractor, or consultant whose official duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require access to information contained in student records.

*School officials and employees* are officials or employees, including teachers, whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. (34 CFR 99.31)

*Custodian of records* is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433) *The custodian of your child's records is the secretary at your child's school. After your child graduates from high school, the Sierra-Plumas Joint Unified School District Office becomes the custodian of records.*

*Duplication of Student Records.* To provide copies of any student record, the district may charge a fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Ed Code 49065)

*Changes to Student Records.* Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)