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## CLOVIS UNIFIED SCHOOL DISTRICT

### STUDENTS

#### Records

### STUDENT RECORDS

**PURPOSE:** To assure compliance with applicable laws regarding privacy and disclosure of student records.

The Board recognizes that educational interests of students require the collection of appropriate data which is necessary for the effective performance of those working for the student's educational welfare. At the same time, the Board respects the right of students and parents to privacy and their right to be informed of the school's plans for students.

#### A. Student Records

The Family Educational Rights and Privacy Act of 1974 and sections of the Education Code establish the right of parents to have access to and privacy of information about their children contained in school records.

The Board directs the Superintendent to establish an administrative regulation governing the identification, description, and security of student records, as well as maintaining the confidentiality of student records. The administrative regulation shall ensure, in accordance with law, the parental rights to review, inspect, and copy student records and shall protect the student and his/her family from invasion of privacy.

In accordance with law, the Board designates the Associate Superintendent of School Leadership as the certificated employee to serve as the custodian of records at the District level. (5 CCR 431(a)) Records of students are generally maintained at the site under the responsibility of the school principal.

#### B. Challenging Student Records

A parent may file a written request with the Superintendent or designee to correct or remove any information recorded in the written records regarding his or her child in accordance with the accompanying administrative regulation and applicable laws.

#### C. Professional Visitors and Observers, Surveys and Questions

The Board authorizes the Superintendent or designee to cooperate with outside agencies and individuals requesting information from or about the District and the students thereof.

The Superintendent or designee may, in his/her discretion, authorize and coordinate the collection and release of all information concerning the District and the student thereof in accordance with this policy, the accompanying administrative regulation, and applicable laws.

**CLOVIS UNIFIED  
SCHOOL DISTRICT**

Adopted: 09/22/1993

Reviewed: 03/06/2007

Amended: 12/15/2004, 07/08/2009, 07/17/2019, 11/18/2020 (BP 7101 renumbered as BP 5125;  
moved all contents of BP 7401)

**EDUCATION CODE**

234.7 Student protections relating to immigration and citizenship status

17604 Contracts

48201 Student records for transfer students who have been suspended/expelled

48853.5 Foster youth; placement, immunizations

48902 Notification of law enforcement of specified violations

48904-48904.3 Withholding grades, diplomas, or transcripts

48918 Rules governing expulsion procedures

48980 Parental notifications

48985 Notices in parent/guardian's primary language

49060-49079 Student records

49091.14 Parental review of curriculum

51747 Independent study

56041.5 Rights of students with disabilities

56050 Surrogate parents

56055 Foster parents

69432.9 Cal Grant program; notification of grade point average

**BUSINESS AND PROFESSIONS CODE**

22580-22582 Digital privacy

22584-22585 Student Online Personal Information Protection Act

22586-22587 Early Learning Personal Information Protection Act

**CODE OF CIVIL PROCEDURE**

1985.3 Subpoena duces tecum

**FAMILY CODE**

3025 Access to records by noncustodial parents

6552 Caregiver's authorization affidavit

**GOVERNMENT CODE**

6252-6260 Inspection of public records

**HEALTH AND SAFETY CODE**

120440 Immunizations; disclosure of information

**PENAL CODE**

245 Assault with deadly weapon

## CLOVIS UNIFIED SCHOOL DISTRICT

### WELFARE AND INSTITUTIONS CODE

681 Truancy petitions

701 Juvenile court law

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

1232h Protection of Pupil Rights Amendment

### UNITED STATES CODE, TITLE 26

152 Definition of dependent child

### UNITED STATES CODE, TITLE 42

11434a McKinney-Vento Homeless Assistance Act; definitions

### CODE OF FEDERAL REGULATIONS, TITLE 16

Part 312 Children's Online Privacy Protection Rule

### 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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