

**Policy 5125: Student Records**

**Status:** DRAFT

**Original Adopted Date:** 01/10/2019 | **Last Reviewed Date:** 04/23/2026

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, disclosure, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records in accordance with state and federal law.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

If student records containing covered information which is not subject to the California Consumer Privacy Act are under the control of the operator of a website, online service or application, or mobile application, and the student's parent/guardian or the student, if 18 years of age or older, requests deletion of such records, the Superintendent or designee shall provide documentation to the operator that the student has not been enrolled in the district for at least 60 days. (Business and Professions Code 22584)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information, including which information should not be solicited.

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

The immigration or citizenship status of a student or a student's family member may only be collected and disclosed in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement.

The district or any district employee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, or disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. This prohibition does not apply to information that is aggregated and is not personally identifiable. (Government Code 8310.3)

The Superintendent or designee shall develop protocols to comply with a court's restraining order that prohibits a party from accessing specified records and information pertaining to a student. (Family Code 6323.5)

### **Student Records from Social Media**

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

### **Retention, Disclosure, and Security of Student Records**

The Superintendent or designee shall ensure the confidentiality of student records as required by law and shall establish processes and procedures to safeguard data against damage, loss, or theft, including damage, loss, or theft which may be caused by the use of technology, including artificial intelligence and breaches to the district's digital infrastructure, in the retention or disclosure of student records.

The Superintendent or designee shall ensure that employees receive information and training about cybersecurity,

including ways to protect student records from breaches to the district's digital infrastructure.

If the district experiences a cyberattack that impacts more than 500 students or personnel, the Superintendent or designee shall report the cyberattack to the California Cybersecurity Integration Center. (Education Code 35266)

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State</b>	<b>Description</b>
5 CCR 16020-16027	Destruction of records of school districts
5 CCR 430-438	<a href="#">Individual student records</a>
Bus. and Prof. Code 22580-22582	<a href="#">Privacy rights for California minors in the digital world</a>
Bus. and Prof. Code 22584-22585	<a href="#">Student Online Personal Information Protection Act</a>
Bus. and Prof. Code 22586-22587	<a href="#">Early Learning Personal Information Protection Act</a>
Code of Civil Procedure 1985.3	<a href="#">Subpoena duces tecum</a>
Ed. Code 17604	<a href="#">Delegation of powers to agents</a>
Ed. Code 220.3	Prohibition of requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression
Ed. Code 234.7	<a href="#">Student protections relating to immigration and citizenship status</a>
Ed. Code 33328.5	Statewide AI Task Force
Ed. Code 35266	<a href="#">Reporting of cyberattacks</a>
Ed. Code 48201	<a href="#">Transfer student's record for acts that resulted in suspension or expulsion</a>
Ed. Code 48853.5	<a href="#">Foster youth; placement, immunizations</a>
Ed. Code 48902	<a href="#">Notification of law enforcement of specified violations</a>
Ed. Code 48904-48904.3	<a href="#">Withholding grades, diplomas, or transcripts</a>
Ed. Code 48918	<a href="#">Rules governing expulsion procedures</a>
Ed. Code 48980	<a href="#">Parent/Guardian notifications</a>
Ed. Code 48985	<a href="#">Notices to parents/guardians in language other than English</a>
Ed. Code 49060-49079	<a href="#">Student records</a>
Ed. Code 49091.14	<a href="#">Parent/guardian review of curriculum</a>
Ed. Code 51745	<a href="#">Independent study</a>
Ed. Code 56041.5	<a href="#">Rights of students with disabilities</a>
Ed. Code 56050	<a href="#">Surrogate parents</a>
Ed. Code 56055	<a href="#">Foster parents</a>
Ed. Code 60900-60901	California Longitudinal Pupil Achievement Data System
Ed. Code 69432.9	<a href="#">Cal Grant program; notification of grade point average</a>
Ed. Code 69475	Conditional repeal of Cal Grant program
Fam. Code 3025	<a href="#">Access to records by noncustodial parents</a>
Fam. Code 6323.5	Ex parte orders
Fam. Code 6552	<a href="#">Caregiver's authorization affidavit</a>

**State**

Gov. Code 7920.000-7930.215  
H&S Code 120440  
Pen. Code 245  
W&I Code 16010  
W&I Code 681  
W&I Code 701

**Description**

[California Public Records Act](#)  
[Immunizations; disclosure of information](#)  
[Assault with deadly weapon](#)  
[Health and education records of a minor](#)  
[Truancy petitions](#)  
[Juvenile court law](#)

**Federal**

15 USC 6501-6506  
16 CFR Part 312  
20 USC 1232g  
20 USC 1232h  
26 USC 152  
34 CFR 300.501  
34 CFR 99.1-99.8  
42 USC 11434a

**Description**

Children's Online Privacy Protection Act  
[Children's Online Privacy Protection Rule](#)  
[Family Educational Rights and Privacy Act \(FERPA\) of 1974](#)  
Protection of Pupil Rights Amendment  
[Definition of dependent child](#)  
[Opportunity to examine records for parents/guardians of student with disability](#)  
[Family Educational Rights and Privacy Act](#)  
[McKinney-Vento Homeless Assistance Act; definitions](#)

**Management Resources**

CA Office of the Attorney General Publication  
  
CSBA Publication  
  
CSBA Publication  
  
Federal Register  
  
U.S. Department of Education Publication  
  
U.S. Department of Education Publication  
  
U.S. Department of Education Publication  
  
U.S. Department of Education Publication  
  
U.S. Department of Education Publication  
  
U.S. Department of Education Publication  
  
Website  
  
Website

**Description**

[Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025](#)  
[Understanding Artificial Intelligence in K-12 Education: What Governance Teams Should Know, September 2023](#)  
[Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017](#)  
[Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855](#)  
[IDEA and FERPA Crosswalk: A side-by-side comparison of the privacy provisions under Parts B and C of the IDEA and FERPA, August 2022](#)  
[School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act \(FERPA\), February 2019](#)  
[An Eligible Student Guide to the Family Educational Rights and Privacy Act \(FERPA\), March 2023](#)  
[A Parent Guide to the Family Educational Rights and Privacy Act \(FERPA\), July 2021](#)  
[Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, Oct 2007](#)  
[Joint Guidance on the Application of FERPA and HIPAA to Student Health Records, November 2008](#)  
[California Department of Education, Resources to Include Immigrant Families](#)  
[California Department of Education, LEA Immigration Enforcement Policy Submission](#)

**Management Resources**

Website	<a href="#">California IT in Education, Student Data Privacy</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">U.S. Department of Education, Protecting Student Privacy</a>
Website	<a href="#">California Office of the Attorney General</a>
Website	<a href="#">California Department of Education</a>
Website	<a href="#">CSBA</a>

**Cross References**

	<b>Description</b>
0410	<a href="#">Nondiscrimination In District Programs And Activities</a>
0440	<a href="#">District Technology Plan</a>
0440	<a href="#">District Technology Plan</a>
1100	<a href="#">Communication With The Public</a>
1113	<a href="#">District And School Websites</a>
1113	<a href="#">District And School Websites</a>
1114	<a href="#">District-Sponsored Social Media</a>
1114	<a href="#">District-Sponsored Social Media</a>
1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3-E PDF(1)	<a href="#">Uniform Complaint Procedures</a>
1340	<a href="#">Access To District Records</a>
1340	<a href="#">Access To District Records</a>
1400	<a href="#">Relations Between Other Governmental Agencies And The Schools</a>
1445	<a href="#">Response To Immigration Enforcement</a>
1445	<a href="#">Response To Immigration Enforcement</a>
3250	<a href="#">Transportation Fees</a>
3250	<a href="#">Transportation Fees</a>
3260	<a href="#">Fees And Charges</a>
3260	<a href="#">Fees And Charges</a>
3290	<a href="#">Gifts, Grants And Bequests</a>
3312	<a href="#">Contracts</a>
3515-E PDF(1)	<a href="#">Campus Security - Use Of Unmanned Aircraft Systems (Uas)/Drones On District Grounds</a>
3553	<a href="#">Free And Reduced Price Meals</a>
3553	<a href="#">Free And Reduced Price Meals</a>
3555	<a href="#">Nutrition Program Compliance</a>
3555-E PDF(1)	<a href="#">Nutrition Program Compliance</a>
3580	<a href="#">District Records</a>
3580	<a href="#">District Records</a>
4040	<a href="#">Employee Use Of Technology</a>
4040	<a href="#">Employee Use Of Technology</a>
4040-E PDF(1)	<a href="#">Employee Use Of Technology</a>

**Cross References****Description**

4112.6	<a href="#">Personnel Files</a>
4117.7	<a href="#">Employment Status Reports</a>
4119.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4158	<a href="#">Employee Security</a>
4158	<a href="#">Employee Security</a>
4212.6	<a href="#">Personnel Files</a>
4219.21	<a href="#">Professional Standards</a>
4219.21-E PDF(1)	<a href="#">Professional Standards - Code Of Ethics Classified Employees</a>
4219.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4258	<a href="#">Employee Security</a>
4258	<a href="#">Employee Security</a>
4312.6	<a href="#">Personnel Files</a>
4317.7	<a href="#">Employment Status Reports</a>
4319.21	<a href="#">Professional Standards</a>
4319.21-E PDF(1)	<a href="#">Professional Standards</a>
4319.23	<a href="#">Unauthorized Release Of Confidential/Privileged Information</a>
4358	<a href="#">Employee Security</a>
4358	<a href="#">Employee Security</a>
5000	<a href="#">Concepts And Roles</a>
5020	<a href="#">Parent Rights And Responsibilities</a>
5020	<a href="#">Parent Rights And Responsibilities</a>
5021	<a href="#">Noncustodial Parents</a>
5022	<a href="#">Student And Family Privacy Rights</a>
5022	<a href="#">Student And Family Privacy Rights</a>
5111	<a href="#">Admission</a>
5111	<a href="#">Admission</a>
5111.1	<a href="#">District Residency</a>
5111.1	<a href="#">District Residency</a>
5111.2	<a href="#">Nonresident Foreign Students</a>
5112.1	<a href="#">Exemptions From Attendance</a>
5112.1	<a href="#">Exemptions From Attendance</a>
5112.2	<a href="#">Exclusions From Attendance</a>
5113.1	<a href="#">Chronic Absence And Truancy</a>
5113.1	<a href="#">Chronic Absence And Truancy</a>
5113.2	<a href="#">Work Permits</a>
5113.2	<a href="#">Work Permits</a>
5121	<a href="#">Grades/Evaluation Of Student Achievement</a>
5121	<a href="#">Grades/Evaluation Of Student Achievement</a>
5123	<a href="#">Promotion/Acceleration/Retention</a>
5123	<a href="#">Promotion/Acceleration/Retention</a>

**Cross References**

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**Description**[Release Of Directory Information](#)[Release Of Directory Information](#)[Release Of Directory Information](#)[Withholding Grades, Diploma Or Transcripts](#)[Challenging Student Records](#)[Awards For Achievement](#)[Awards For Achievement](#)[Bullying](#)[Weapons And Dangerous Instruments](#)[Weapons And Dangerous Instruments](#)[Academic Honesty](#)[Academic Honesty](#)[Conflict Resolution/Peer Mediation](#)[Administering Medication And Monitoring Health Conditions](#)[Administering Medication And Monitoring Health Conditions](#)[Infectious Diseases](#)[Infectious Diseases](#)[Asthma Management](#)[Asthma Management](#)[Specialized Health Care Services](#)[Tuberculosis Testing](#)[Tuberculosis Testing](#)[Food Allergies/Special Dietary Needs](#)[Food Allergies/Special Dietary Needs](#)[Health Examinations](#)[Health Examinations](#)[Immunizations](#)[Immunizations](#)[Health Screening For School Entry](#)[Head Lice](#)[Suicide Prevention](#)[Suicide Prevention](#)[School Health Services](#)[School Health Services](#)[Identification And Reporting Of Missing Children](#)[Discipline](#)[Discipline](#)[Suspension And Expulsion/Due Process](#)[Suspension And Expulsion/Due Process](#)[Suspension And Expulsion/Due Process \(Students With Disabilities\)](#)

**Cross References**

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**Description**[Required Parental Attendance](#)[Required Parental Attendance](#)[Search And Seizure](#)[Search And Seizure](#)[Nondiscrimination/Harassment](#)[Nondiscrimination/Harassment](#)[Parent/Guardian Notifications](#)[Parent/Guardian Notifications](#)[Parent/Guardian Notifications](#)[Sexual Harassment](#)[Sexual Harassment](#)[Married/Pregnant/Parenting Students](#)[Child Care And Development](#)[Child Care And Development](#)[Preschool/Early Childhood Education](#)[Preschool/Early Childhood Education](#)[Physical Education And Activity](#)[Physical Education And Activity](#)[Courses Of Study](#)[Courses Of Study](#)[Athletic Competition](#)[Athletic Competition](#)[Alternative Credits Toward Graduation](#)[Alternative Credits Toward Graduation](#)[Certificate Of Proficiency/High School Equivalency](#)[Certificate Of Proficiency/High School Equivalency](#)[Certificate Of Proficiency/High School Equivalency](#)[Certificate Of Proficiency/High School Equivalency](#)[Independent Study](#)[Independent Study](#)[Individualized Education Program](#)[Individualized Education Program](#)[Procedural Safeguards And Complaints For Special Education](#)[Procedural Safeguards And Complaints For Special Education](#)[Nonpublic, Nonsectarian School And Agency Services For Special Education](#)[Nonpublic, Nonsectarian School And Agency Services For Special Education](#)[Appointment Of Surrogate Parent For Special Education Students](#)[Appointment Of Surrogate Parent For Special Education Students](#)[Student Assessment](#)[State Academic Achievement Tests](#)

**Cross References**

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**Description**[State Academic Achievement Tests](#)[Research](#)[Research](#)[Student Use Of Technology](#)[Student Use Of Technology](#)[Guidance/Counseling Services](#)[Student Success Teams](#)[Student Success Teams](#)[Identification And Education Under Section 504](#)[Identification And Education Under Section 504](#)[Concurrent Enrollment In College Classes](#)[Education For Homeless Children](#)[Education For Homeless Children](#)[Education For Homeless Children](#)[Education For Foster Youth](#)[Education Of Children Of Military Families](#)[Education Of Children Of Military Families](#)[Education For Juvenile Court School Students](#)[Migrant Education Program](#)[Migrant Education Program](#)[Work-Based Learning](#)[Work-Based Learning](#)[Disclosure Of Confidential/Privileged Information](#)[Board Member Electronic Communications](#)