

Policy 5125: Student Records

Status: DRAFT

Original Adopted Date: 01/10/2019 | **Last Revised Date:** 05/13/2026 | **Last Reviewed Date:** 09/09/2026

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)

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)

Records Related to Immigration or Citizenship Status

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 and 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)

Family Court Records

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. Additionally, the Superintendent or designee shall establish processes and procedures to safeguard student records against damage, loss, or theft that may be caused by any technology used in the retention or disclosure of student records, including artificial intelligence, or by a breach to the district's digital infrastructure.

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)

In accordance with law and Board Policy 3312 - Contracts, 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.

The operator of a website, online service or application, or mobile application that controls such student record shall delete any student data under the control of the school or district upon request by the district. Additionally, the student's parent/guardian, or the student if 18 years of age or older, may request the operator to delete any student's records containing covered information which is not subject to the California Consumer Privacy Act. (Business and Professions Code 22584, 22586)

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.

State	Description
5 CCR 16020-16027	Destruction of records of school districts
5 CCR 430-438	Individual student records
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	Early Learning Personal Information Protection Act
Civ. Code 1798.100-1798.199.100	California Consumer Privacy Act
Code of Civil Procedure 1985.3	Subpoena duces tecum
Ed. Code 17604	Delegation of powers to agents
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 220.5	Prohibition of enactment or enforcement of policy, rule, or administrative regulation requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 33328.5	Statewide AI Task Force
Ed. Code 35266	Reporting of cyberattacks
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48853.5	Foster youth; placement, immunizations
Ed. Code 48902	Notification of law enforcement of specified violations
Ed. Code 48904-48904.3	Withholding grades, diplomas, or transcripts
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents/guardians in language other than English
Ed. Code 49060-49079	Student records
Ed. Code 49091.14	Parent/guardian review of curriculum
Ed. Code 51745	Independent study
Ed. Code 56041.5	Rights of students with disabilities
Ed. Code 56050	Surrogate parents
Ed. Code 56055	Foster parents

State

Ed. Code 56325
Ed. Code 60900-60902
Ed. Code 69432.9
Ed. Code 69475
Fam. Code 3025
Fam. Code 6323.5
Fam. Code 6552
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

[Unofficial transcripts for transfer students; students with disabilities](#)
[California Longitudinal Pupil Achievement Data System](#)
[Cal Grant program; notification of grade point average](#)
[Conditional repeal of Cal Grant program](#)
[Access to records by noncustodial parents](#)
[Ex parte orders](#)
[Caregiver's authorization affidavit](#)
[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

CA Office of the Attorney General Publication

Court Decision
CSBA
CSBA Publication
CSBA Publication

Federal Register

U.S. Department of Education Publication

Description

[Promoting Safe and Secure Government Access for All: Guidance and Model Policies to Assist State and Local Agencies in Responding to Immigration Issues Pursuant to Senate Bill 580 \(2025\), July 2026](#)
[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](#)
[Mirabelli v. Bonta \(2026\) 146 S.Ct. 797](#)
[Legal Guidance: Immigration issues affecting California LEAs, April 2026](#)
[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](#)
[Dear Colleague Letter regarding Family Educational Rights and Privacy Act, March 2025](#)

Management Resources

U.S. Department of Education Publication

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[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, Artificial Intelligence: Information regarding the role of artificial intelligence \(AI\) in California Public Schools](#)

[California Department of Education, Resources to Include Immigrant Families](#)

[California Department of Education, LEA Immigration Enforcement Policy Submission](#)

[California IT in Education, Student Data Privacy](#)

[CSBA District and County Office of Education Legal Services](#)

[U.S. Department of Education, Protecting Student Privacy](#)

[California Office of the Attorney General](#)

[California Department of Education](#)

[CSBA](#)

Cross References

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[District Technology Plan](#)

[District Technology Plan](#)

[Communication With The Public](#)

[District And School Websites](#)

[District And School Websites](#)

[District-Sponsored Social Media](#)

[District-Sponsored Social Media](#)

[Uniform Complaint Procedures](#)

[Uniform Complaint Procedures](#)

[Uniform Complaint Procedures](#)

[Access To District Records](#)

[Access To District Records](#)

[Relations Between Other Governmental Agencies And The Schools](#)

[Response To Immigration Enforcement](#)

[Response To Immigration Enforcement](#)

[Transportation Fees](#)

Cross References**Description**

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4117.7	Employment Status Reports
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4158	Employee Security
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4219.21-E PDF(1)	Professional Standards - Code Of Ethics Classified Employees
4219.23	Unauthorized Release Of Confidential/Privileged Information
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4258	Employee Security
4312.6	Personnel Files
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4319.21	Professional Standards
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4319.23	Unauthorized Release Of Confidential/Privileged Information
4358	Employee Security
4358	Employee Security
5000	Concepts And Roles
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5021	Noncustodial Parents
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights

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