

<b>TULARE COUNTY/DISTRICT SELPA</b>	<b>POLICY #</b>	<b>7100</b>
<b>STUDENT IDENTIFICATION – RECORDS – SERVICES – MISC. FAP/SRP</b>	<b>Adopted:</b>	<b>12/6/00</b>
	<b>Revised:</b>	<b>8/22/00</b>

### *Privacy of Student Records*

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The privacy, confidentiality, maintenance, inspection and release of student records are sensitive areas governed by State and Federal Legislation. It is the intent of the Tulare County/District Special Education Local Plan Area specifically dealing with the disabled student, to carefully follow these laws in all matters dealing with student records. The Administrator of the Special Education Local Plan Area shall provide general and specific guidance to adequately meet the requirements of all public laws regarding privacy of student records.

No student record may be withheld from specified persons including the parent/guardian, legal agencies, or eligible students. Withholding of student records from certain parties shall only be made under the appropriate Federal and/or State laws and regulations. School districts within the SELPA and the Tulare County Office of Education shall permit access to all student records that they maintain, including those obtained from other public or private agencies and agents. All information maintained on a student shall be open to inspection by the parent/guardian of dependent students or the student who is age 18. Appropriate State and Federal laws and regulations shall define student record.

On an annual basis, parents, students, and the community shall be notified as to their rights related to privacy, confidentiality, maintenance, inspection, and release of student records. This notice shall include the right to receive a timely response to reasonable requests for explanations and interpretation of any documents within student records and the right to obtain copies of student records.

Each local agency within the SELPA shall designate a custodian of records within the agency who shall be responsible to establish appropriate procedures for the maintenance of student records and assure the privacy of students. These procedures shall provide for a contact to receive inquiries and direct the review and release of student records.

Procedures for the deletion and/or destruction of records shall be established by the public education agencies within the SELPA in accordance with State and Federal laws and regulations.

Unless restricted by judicial order, student records shall be made available to a student who is 18 years or older upon request in the same manner records are made available to parents or guardians. When a student turns 18 years of age or older, unless restricted by judicial order, he/she becomes the only person, outside of school authorities, with the right to access student records.

**References:** EC 49060 – 49079; 56205 (a)(8)  
FERPA  
Section 504  
34 CFR 300-560-577