

**STUDENT RECORDS
FAP/SRP**

**Adopted: 12/6/00
Revised: 5/13/2020**

Categories of Student Records

Below are the categories of student records to determine maintenance and destruction of records:

I. **Mandatory Permanent Pupil Records.** Each school district shall maintain indefinitely all mandatory permanent pupil records or an exact copy thereof for every pupil who was enrolled in a school program within said district. Such records shall include the following:

- (A) Legal name of pupil.
- (B) Date of birth.
- (C) Method of verification of birth date.
- (D) Sex of pupil.
- (E) Place of birth.
- (F) Name and address of parent/guardian of minor pupil.
 - 1. Address of minor pupil if different than the above.
 - 2. An annual verification of the name and address of the parent and the residents of the pupil.
- (G) Entering and leaving date of each school year and for any summer session or other extra session.
- (H) Subjects taken during each year, half-year, summer session, or quarter.
- (I) If marks or credit are given, the mark or number of credits toward graduation allows for work taken.
- (J) Verification of or exemption from required immunizations.
- (K) Date of high school graduation or equivalent.

II. **Mandatory Interim Pupil Records.** Records that are required to be compiled and maintained for a period of time and then destroyed. These records may be classified as disposable when the student leaves the district and their usefulness ceases. Mandatory Interim Records may be destroyed three school years after their usefulness ceases. These records include:

- (A) A log or record identifying those persons (except authorized school personnel) or organizations requesting or receiving information from the record. The log or record shall be accessible only to the

legal parent/guardian or the eligible pupil, or a dependent adult pupil, or an adult pupil, or the custodian of records.

- (B) Health information, including Child Health Developmental Disabilities Prevention Program verification or waiver.
- (C) Participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge.
- (D) Language training records.
- (E) Progress slips and/or notices as required by Education Code sections 49066 and 49067.
- (F) Parental restrictions regarding access to directory information or related stipulations.
- (G) Parent/guardian or adult pupil rejoinders to challenged records and to disciplinary action.
- (H) Parental authorizations or prohibitions of pupil participation in specific programs.
- (I) Results of standardized tests administered within the preceding three years.

III. Permitted Pupil Records. These are records that have clear importance only to the current educational process of the student. Such records may be destroyed six months after the student completes or withdraws from the educational program. Permitted records include:

- (A) Objective counselor and/or teacher ratings.
- (B) Standardized test results older than three years.
- (C) Routine discipline data.
- (D) Verified reports of relevant behavioral patterns.
- (E) All disciplinary notices.
- (F) Attendance records not covered in the Administrative Code section 400.

References: EC 49062, 56205 (a) (8)
5 CCR Sec. 430, 432, 437,

SELPA Publications: Privacy of Education Records – A Primer