

**BP 5125**

**STUDENTS**

**STUDENT RECORDS**

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law.

The Superintendent or designee shall establish regulations governing the identification, description and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review, inspect, and copy student records and shall protect the student and the student's family from invasion of privacy.

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 designee shall act 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)

*Legal Reference:*

EDUCATION CODE

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

*48904-48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold*

*48918 Rules governing expulsion procedures*

*48960-49079 Pupils records*

*49091.14 Parental review of curriculum*

Policy Adopted: 2/24/83  
Policy Replaced: 10/14/08

MOORPARK UNIFIED SCHOOL DISTRICT  
Moorpark, California