



Student Records

EC 234.7

Julia Lee Performing Arts Academy provide detailed information about student records. The Governing Board recognizes the importance of accurate, comprehensive student records as required by law. The regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining confidentiality of student records consistent with state and federal law.

Custodian of Records

At each school site, **the School Principal** serves as the Custodian of Records, for the students enrolled at that school. The principal is responsible for implementing Board Policy and administrative regulation regarding student records.

Inspection of Records

Persons granted absolute access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/Guardians of students younger than age 18 years, including the parent who is not the student's custodial parent. (CA. Education Code 49069; Family Code 3025)
2. An adult student, or a student under that age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

Student records are available for review during regular school hours. Requests for access should be directed to the principal and must be granted within five days from the date of the request.

As listed above in item 1. In the case of separated or divorced parents, both parents shall have equal access to school records, unless there is a current restraining order or court order specifically preventing records access. Ed. Code 49069.



Release of Student/Pupil Records

A school district may permit access to student records by a specific person if the parent has filed written authorization specifying the records to be released and identifying the person to whom the records may be released. The recipient must be notified that further transmission of records is prohibited. The consent notice shall be permanently kept with the pupil's record file. Ed. Code 49075.

Access Without Written Consent

School personnel with legitimate educational interests, schools of intended enrollment, specified federal and state educational administrators, and those who provide financial aid are entitled to access to student records without parental consent. Access may be obtained without parental consent in response to a court order. Ed. Codes 49076, 49077, 49078.

Student Transcripts and Education Verification

To obtain an official Transcript or Education Verification, please follow the contact the school's office at 951-595-4500.

Citizenship or Immigration Status

Under California Education Code 234.7, no information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program.

The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order of judicial subpoena.

If a school employee receives such a request, they shall immediately report the request to the principal.