

Administrative Regulation

Student Records, Guidelines for Disposition of

The following guidelines will determine the disposition of student records:

A. Within the School District

Records may be transferred within the district after telephone contact has been made between the schools involved.

B. Outside the School District

Cumulative folders, or copies, may be mailed to other districts when students move, subject to the following conditions:

1. The folders shall be examined before mailing; all extraneous material which does not contain information important to the school record of the student should be removed and discarded. Exceptions are old group test forms, kindergarten ditto materials, and notes from parents.
2. The cumulative folder should contain the health folder, a copy of the permanent record card, and possibly parent conference forms which contain significant comments. Extraneous materials should be removed.
3. No individual test reports, confidential health information, or probation office reports may be included.
4. Individual test reports should be returned to the Office of Special Education Services when a student leaves the district. Confidential health records should be kept in a separate file in the school office pending receipt of a signed parent release form authorizing forwarding to the new school. Probation office reports should be kept in a separate file.
5. Most cumulative folders shall be mailed with first class postage. Extraneous materials should be removed before mailing.

6. When a family with several children leaves the district, the principal should include all folders in one envelope and attach an explanatory note to the mailroom clerk indicating the need for postage in excess of the normal amount.

Ref: EC Sections 35161, 49062, 49068

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