

North Orange County Regional Occupational Program
STUDENT RECORDS
ROP BP 5125

Policy

Students

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 administrative regulations governing the identification, description, and security of student records, as well as timely access for authorized persons. All persons other than those designated by law must have written permission from students, parent/legal guardian of minors or dependent adults to review such records. These regulations shall ensure parental rights of minors and dependent adults 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 an employee to serve as custodian of records, with responsibility for student records. The custodian of records shall be responsible for implementing Board policy and administrative regulations regarding student records.