

## FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

**Students**  
**STUDENT RECORDS**What is a Student Record

Student records are any items of information (in any format) gathered within or outside of County Superintendent-operated schools that relate to an identifiable student and are maintained by the County Superintendent, required to be maintained by an employee, or are maintained by someone acting for the County Superintendent. Student records include items such as transcripts, attendance records, IEP documentation, testing results, and student discipline records. If you are unsure whether a specific item is a student record, please contact County Superintendent Legal Services.

What are District/Charter/Private School Student Records

When County Superintendent employees provide services to school districts, charter schools, or private schools, they may be given access to or create student records of district/charter/private school students. All such records must be kept confidential. Any requests to inspect, review, or obtain copies of such student records must be referred to the applicable school district, charter school, or private school. No County Superintendent employees may provide access to or copies of district/charter/private school student records.

Who May Provide Access to or Copies of County Superintendent Student Records

County Superintendent employees should consult with their supervisor to determine who within the department is authorized to provide responses to request for student records, including authorization to provide access to or to disclose County Superintendent student records.

Simple Requests for County Superintendent Student Records

Immediate access shall be given when a request for County Superintendent student records comes in from (1) a parent/guardian of a student younger than 18, (2) an adult student or student in postsecondary education, or (3) the parent/guardian of a student with disabilities who is age 18 or older and has been declared incompetent. Additionally, when a request comes in with a signed written consent granting access to a third-party from a parent/guardian or adult student, access shall be given consistent with the signed authorization. When a request comes in from another LEA where the student is enrolled or is going to enroll, and relates to enrollment or transfer, immediate access shall be given. If you have any concerns about a simple request, please contact County Superintendent Legal Services.

All Other Requests for County Superintendent Student Records

When any other type of request for access to or copies of County Superintendent student records comes in – including, but not limited to, requests from law enforcement, county social services or probation, a district attorney, a public defender or other attorney for a student, or from any LEA where the student is not enrolled or enrolling – contact County Superintendent Legal Services before releasing any records.

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