

## **Access to and Transfer of Student Records**

Parents of currently enrolled or former students and students 18 years or older have the right of access to the cumulative and permanent student records maintained by the school relating to the children in the family or the individual student.

Requests to inspect and review records (during regular school hours) should be made to school administration in writing. Access shall be granted no later than five (5) days following the date of the request. Individuals having the right to access to student records are to be notified of the location of all official student records if not centrally located, and, where appropriate, are to be provided qualified, certificated personnel to interpret records where appropriate.

California State Law requires that private schools release student records to public schools upon request. Schools are expected to comply with any such requests for records from another school, whether public or private. The student handbook should include a statement that notifies parents of this practice. A signed parental authorization is not necessary for such a transfer of records.