

**EL DORADO UNION HIGH SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

Students

**CHALLENGING STUDENT RECORDS
AR 5125.3**

The custodial parent/guardian of any student may submit to the Superintendent's designee, the school site principal, a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following: (*Education Code 49070*)

1. Inaccurate
2. An unsubstantiated personal conclusion or inference
3. A conclusion or inference outside of the observer's area of competence
4. Not based on the personal observation of a named person with the time and place of the observation noted
5. Misleading
6. In violation of the privacy or other rights of the student

(*cf. 5121 - Grades/Evaluation of Student Achievement*)

(*cf. 5125 - Student Records*)

When a student grade is challenged, the teacher who gave the grade shall be given an opportunity to state orally, in writing, or both, the reasons for which the grade was given. Insofar as practicable, he/she shall be included in all discussions related to any grade change. In the absence of clerical or mechanical error, fraud, bad faith or incompetency, the student's grade as determined by the teacher shall be final. (*Education Code 49066*)

Within 15 days of receiving a request to correct or remove information from a record, the site principal shall meet with the parent/guardian and with the employee (if still employed) who recorded the information in question. The principal shall then sustain or deny the allegations. (*Education Code 49070*)

If the parent/guardian's allegations are sustained, the principal shall order the correction or removal and destruction of the information. (*Education Code 49070*)

If the principal denies the allegations, the parent/guardian may appeal to the Superintendent's designee at the District Office within 5 days. Within 10 days, the Superintendent's designee shall make a decision regarding the appeal. If the Superintendent's designee sustains the parent/guardian allegations, the corrections to the record shall be made.

No new information beyond what was used by the school principal to make the initial decision

shall be protended or used during the appeal process. If new information is to be used, the case shall go back to the principal for reconsideration and decision.

If the Superintendent's designee at the District Office denies the allegations, the parent/guardian may write within 30 days to appeal the decision to the Governing Board. Within 30 days of receiving the written appeal, the Board shall meet in closed session with the parent/guardian and the employee (if still employed) who recorded the information in question. The Board shall then decide whether or not to sustain or deny the allegations. If it sustains any or all of the allegations, the Superintendent shall immediately correct or remove and destroy the information from the student's records. (*Education Code 49070*)

The decision of the Board shall be final. If the decision of the Superintendent or Board is unfavorable to the parent/guardian, the parent/guardian shall have the right to submit a written statement of objections. This statement shall become a part of the student's records. (*Education Code 49070*)

Both the Superintendent and the Board have the option of appointing a hearing panel to assist in making the decision. The hearing panel may be used at the discretion of the Superintendent or the Board provided that the parent/guardian consents to releasing record information to panel members. (*Education Code 49070, 49071*)

The right to challenge a record becomes the sole right of the student when the student becomes 18 or attends a postsecondary institution. (*Education Code 49061*)

At the beginning of each school year, parents/guardians shall be notified of the availability of the above procedures for challenging student records. (*Education Code 49063*)

(*cf. 5145.6 - Parental Notifications*)

Legal Reference:

EDUCATION CODE

49061 Definitions

49063 Notification of parents of their rights

49066 Grades; change of grade; physical education grade

49070 Challenging content of records

49071 Hearing panel

UNITED STATES CODE, TITLE 20

232g Family Educational and Privacy Rights Act of 1974

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>