



# Huntington Beach Union High School District Board Policies and Administrative Regulations

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## Students

### Transfer of Student Records

1. Whenever a student transfers to another California public school district, the student's permanent student record shall be forwarded upon request from the other district. The district shall retain the original or a copy.
2. Whenever a student transfers to a school district in another state or to a private school, this district shall transfer the student's permanent student record upon request from the other district or the private school.
3. Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or the student's parents or guardian.
4. All student records shall be updated prior to transfer.
5. Parent notification:
  - A. if the transfer is a within-state transfer, the receiving school shall notify the parents of the record transfer.
  - B. if the student transfers out of state, the custodian of student records shall notify the parents or guardian at their last known address of the rights accorded them. (HEW Regulation 99.34)
  - C. the notification shall include a statement of the parent's or guardian's right to review, challenge, and receive a copy of the student record, if desired.

Regulation  
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