

SELPA Role in Student Records Policy

It is the policy of the Shasta SELPA that it does not maintain student records. The District/ School of Residence (DOR) is responsible for maintaining the student records. LEA superintendents or their designee designates a certificated employee to serve as custodian of records, with responsibility for student records in that LEA. Any person seeking copies of student records is directed to the DOR of the last school attended.

The SELPA contracts on behalf of the LEAs for the Individual Education Plan development program/ software. While the program develops student records and may act as a database, the LEAs remain the custodians of records.

The SELPA will

- Ensure the program meets or exceeds all FERPA requirements for cybersecurity
- Limit who has access to the records by requiring all users to be approved by their LEA, trained on student confidentiality, and assigning appropriate functionality
- Assist with the timely transfer of digital records to requesting LEAs