

**WITHHOLDING STUDENT GRADES, DIPLOMAS, AND TRANSCRIPTS      8603.02**

The Board of Trustees authorizes that grades, diplomas, or transcripts, or any combination thereof, may be withheld from any pupil or former pupil properly charged with the possession of library books or other school property when such books or materials are not returned when due. School personnel are authorized to demand the return of such loaned school property when it is due, or prior to the end of the school year.

Prior to withholding of grades, diplomas, or transcripts, the parent or guardian of the pupil shall be notified in writing of the pupil's alleged misconduct.

Grades, transcripts, and diplomas shall be released from the prescribed restrictions when the student:

1. Returns the loaned material in usable condition, or
2. Pays the charges for the replacement of the materials if they are lost or unusable, or
3. Performs voluntary work, as designated by the principal or designee, in lieu of payment of the charges for replacement.

If all attempts to collect for the loss or damages fail, the pupil's permanent records or copy thereof shall be transferred to another school district upon a request from the district where the pupil intends to enroll. The receiving district shall also be informed of the attempt to collect for the loss/damage.

**Legal Reference:**

Education Code Section 48904, Liability of parent for personal injuries or property damage

Education Code Section 49068 Transfer of permanent enrollment and scholarship record

64 Ops Atty Gen 876 (Attorney General's Opinions)

Board of Trustees

April 28, 1983

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