



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6521

PAGE: 1 OF 2

CATEGORY: **Student, Records**

EFFECTIVE: **1-15-76**

SUBJECT: **Court Orders to Seal Records**

REVISED: **7-18-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing compliance with a court order to seal student records.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy H-8900.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Placement and Appeal Office, Student Services Division, Office of Instructional Support.
2. Former students eighteen years of age and older may petition the Juvenile Division of the Superior Court to have their school records sealed. An "Order to Seal Juvenile Records" may be issued by the Court when it finds that all requirements and conditions for granting such a petition have been met. The purpose of such a petition is usually to remove references to delinquency, incarceration, and/or law-enforcement involvement; instructions of the Court in such a matter must be strictly complied with.

D. IMPLEMENTATION

1. **Recipient of court order** (at school sites or in other departments) routes court order immediately to the Placement and Appeal Office.
2. **Placement and Appeal Counselor**
 - a. Gathers *all* student records, including central guidance records and school site records other than transcripts and permanent record cards.
 - b. Reviews all accumulated records; removes any and all exhibits, papers, records of arrest, interviews, examinations, reports, referrals, or photos and electronic recordings of any public agency concerning juvenile proceedings regarding petitioner. (Transcripts and permanent record cards are exempt from these orders and should not be sealed.)
 - (1) Places applicable material from all records in strong envelope and seals carefully with tape and/or staples. Envelope should bear this statement:

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Records in this envelope have been sealed in compliance with Order # _____ from the Superior Court dated _____. They are not to be opened, removed, or destroyed without permission of the Placement and Appeal Legal Specialist.

Signed _____
Placement and Appeal Counselor

- (2) Files sealed envelope with the Placement and Appeal Office with above statement clearly visible. (A copy of court order may be attached to the envelope.)

E. FORMS AND AUXILIARY REFERENCES

1. Letter certifying compliance with court order

F. REPORTS AND RECORDS

1. Records that have been ordered sealed and maintained indefinitely and not destroyed by shredding or any other process.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education