

WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS

When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district or does not return district property that has been loaned to him/her upon demand of a district employee, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code [48904](#). Until the student's parents/guardians have paid for the damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. (Education Code [48904](#))(cf. [3515.4](#) - Recovery for Property Loss or Damage)

(cf. [5121](#) - Grades/Evaluation of Student Achievement)

(cf. [5125](#) - Student Records)

(cf. [5131.5](#) - Vandalism and Graffiti)

(cf. [6161.2](#) - Damaged or Lost Instructional Materials)

Before withholding the student's grades, diploma, and/or transcripts, the Superintendent or designee shall inform the student's parents/guardians in writing of the student's alleged misconduct. (Education Code [48904](#))

(cf. [5145.6](#) - Parental Notifications)

The student shall be afforded due process consistent with procedures established for the expulsion of students. (Education Code [48904](#))

(cf. [5144.1](#) - Suspension and Expulsion/Due Process)

If the student and parents/guardians are unable to pay for the damages or return the property, the Superintendent or designee shall provide a program of voluntary work for the student in lieu of monetary damages. Upon completion of the voluntary work, the student's grades, diploma, and/or transcripts shall be released. (Education Code [48904](#))

When a student who is transferring into the district has had his/her grades, diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded. (Education Code [48904.3](#))

Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by this district has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code [48904](#).

The Superintendent or designee shall also notify the student's parents/guardians in writing that the decision to withhold the student's grades, diploma, and/or transcripts will be enforced by the new district. (Education Code [48904.3](#))

Students

AR 5125.2(b)

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Legal Reference:

EDUCATION CODE

[48904](#) *Liability of parent*

[48904.3](#) *Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold*

[48911](#) *Suspension by principal, designee or superintendent*

[49069](#) *Absolute right to access*

(12/91) 10/17

Regulation

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SAUGUS UNION SCHOOL DISTRICT

Santa Clarita, California