



BP 5035

WITHHOLDING OF STUDENT RECORDS

References:

Education Code Section 66022;
Title 5 Section 59410

The District must provide a student or former student with written notice that they have failed to pay a financial obligation due to the District before the District commences any activity to collect the debt.

The District may not withhold grades or transcripts for a student or former student as a consequence of the student's outstanding financial obligation to the District. The District may not withhold registration privileges for a student or former student as a consequence of defaulting on a loan or loans under the Federal Family Education Loan Program only. The District may withhold diplomas as a consequence for a student or former student of defaulting on a loan.

The District shall post this information in the student portal and notify students via District email.

Date Adopted: May 22, 2014
Reviewed/Readopted: July 18, 2019
Legal Update #37: October 2020
Legal Update #38: April 2021
Legal Update #42: April 2023
Revised/Readopted: October 9, 2025