

Sealing Student Records

Step 1: School site received a Court Order to Seal Records.

Step 2: Place the student's cumulative file in an envelope.

Step 3: Seal the envelope with tape.

Step 4: Put a label on the outside of the envelope with the following information:

- Student's Name
- Sealed Records per Court Order #...DO NOT RELEASE RECORDS

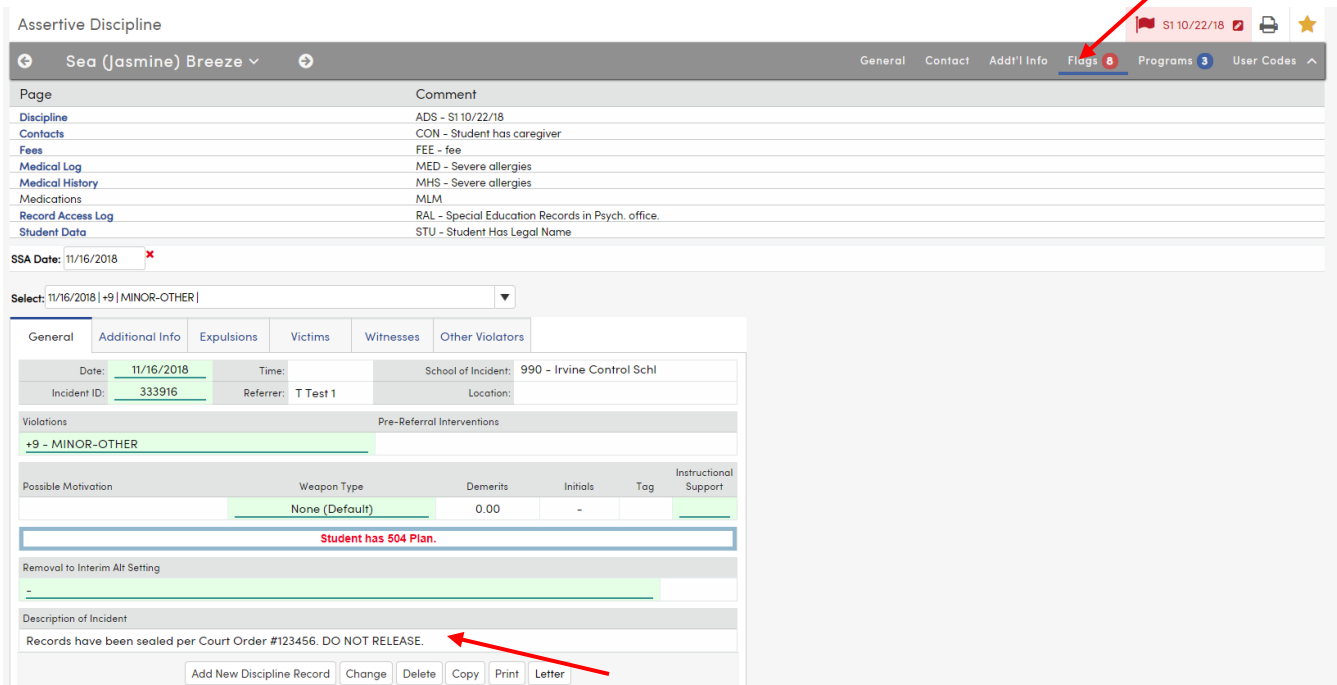
Step 5: The sealed envelope is to be kept in a secure, separate area, away from the regular cumulative files.

Step 6: Input the information into Aeries under the following 2 sections:

1. Discipline Record:

a. Records have been sealed per Court Order #... DO NOT RELEASE

i. Tag with **Red Flag**



Assertive Discipline

Sea (Jasmine) Breeze

General Contact Add'l Info **Flags 6** Programs 3 User Codes

Page	Comment
Discipline	ADS - S110/22/18
Contacts	CON - Student has caregiver
Fees	FEE - fee
Medical Log	MED - Severe allergies
Medical History	MHS - Severe allergies
Medications	MLM
Record Access Log	RAL - Special Education Records in Psych. office.
Student Data	STU - Student Has Legal Name

SSA Date: 11/16/2018

Select: 11/16/2018 | +9 | MINOR-OTHER

General Additional Info Expulsions Victims Witnesses Other Violators

Date: 11/16/2018 Time: School of Incident: 990 - Irvine Control Schl
 Incident ID: 333916 Referrer: T Test 1 Location:

Violations Pre-Referral Interventions
 +9 - MINOR-OTHER

Possible Motivation	Weapon Type	Demerits	Initials	Tag	Instructional Support
	None (Default)	0.00	-		

Student has 504 Plan.

Removal to Interim Alt Setting
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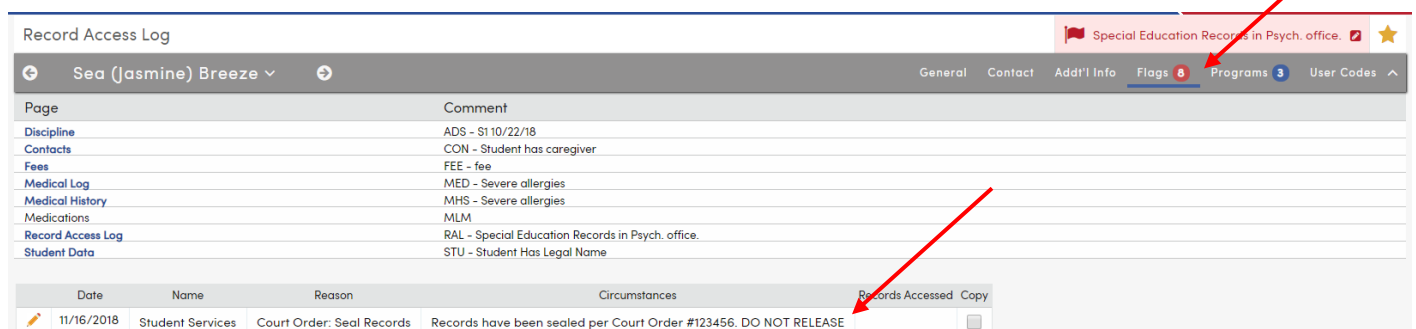
Description of Incident
 Records have been sealed per Court Order #123456. DO NOT RELEASE.

Add New Discipline Record Change Delete Copy Print Letter

2. Record Access Log (RAL):

a. Records have been sealed per Court Order #...DO NOT RELEASE

i. Tag with **Red Flag**



Record Access Log

Sea (Jasmine) Breeze

General Contact Add'l Info **Flags 6** Programs 3 User Codes

Page	Comment
Discipline	ADS - S110/22/18
Contacts	CON - Student has caregiver
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Medical Log	MED - Severe allergies
Medical History	MHS - Severe allergies
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Record Access Log	RAL - Special Education Records in Psych. office.
Student Data	STU - Student Has Legal Name

Date	Name	Reason	Circumstances	Records Accessed	Copy
11/16/2018	Student Services	Court Order: Seal Records	Records have been sealed per Court Order #123456. DO NOT RELEASE		

If you have questions, please contact Student Services at (949) 936-5171.