

Withholding of Student Records

Date Adopted: 1/13/2004

Date Revised: 12/16/2025

Date Reviewed: 12/16/2025

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.

See Administrative Procedure 5035.