

CONFIDENTIALITY/RELEASE OF RECORDS

All applications and records related to eligibility for the free or reduced-price meal program shall be confidential except as provided by law. (Education Code 49558)

The Governing Board designates the following district employees to use individual records pertaining to student participation in the free or reduced price meal program solely for the purpose of disaggregating academic achievement data:

- Associate Superintendent of Educational Services or designee
- Executive Director of Pupil Services or designee
- Executive Director of Curriculum/Instruction or designee

In using these records for that purpose, the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free or reduced price meal program shall be maintained in the permanent records of any student if not otherwise allowed by law.
2. Information regarding individual student participation in the free or reduced-price meal program shall not be publicly released.
3. All other confidentiality provisions required by law shall be met.
4. Information collected regarding individual students certified to participate in the free or reduce-price meal program shall be destroyed when no longer needed for its intended purpose.