

## Student Services

**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 he/she/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.

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Date Adopted: October 13, 2009

Reviewed/Revised: November 9, 2021; June 21, 2022

**Revised:** November 14, 2023