

**WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS**

When school property has been willfully damaged or not returned upon demand, the site administrator or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due.

This notice shall include a statement that the Yolo County Office of Education may withhold grades, diploma or transcripts from the student and parent/guardian until reparation is made.

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*  
*(cf. 6161.2 - Damaged or Lost Instructional Materials)*

If reparation is not made, the County Office shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades, diploma or transcripts.

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

If the student and parent/guardian are unable to pay for the damages or return the property, the site administrator or designee shall provide a program of voluntary work for the student to do. When this voluntary work is completed, the student's grades, diploma or transcripts shall be released. (Education Code 48904)

When a student from whom the County Office is withholding grades, diploma or transcripts transfers to another County Office or a school district, this information shall be sent to the new County Office/district with the student's records and a request that these items continue to be withheld until the new County Office/district receives notification that the debt has been cleared.

The Yolo County Superintendent of Schools or designee shall notify the parent/guardian in writing that this County Office's decision to withhold grades, diploma or transcript will be enforced by the new County Office/district. (Education Code 48904.3)

The County Office shall withhold grades, diploma or transcripts from any student transferring into the County Office whose misconduct caused a previous County Office/district to withhold them. When informed by the previous County Office/district that its decision has been rescinded, the County Office shall release these documents. (Education Code 48904.3)

*(cf. 5125 - Student Records)*

*Legal Reference: (see next page)*

**WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS** (continued)

*Legal Reference:*

EDUCATION CODE

48904 *Liability of parent*

48904.3 *Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold*

48911 *Suspension by principal, designee or superintendent*

49069 *Absolute right to access*