

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent, Support Services

DISTRIBUTION: All Schools and Offices

SUBJECT: BULLETIN NO. Z-43
JUVENILE COURT ORDERS FOR SEALING OF
PUPIL RECORDS

DATE: April 24, 1998

DIVISION: Student Health and Human Services

APPROVED: SARA A. COUGHLIN, Assistant Superintendent

ROUTING
Administrators
Principals

For further information, please call Hector Madrigal, Director, Pupil Services, at (213) 625-4170.

This bulletin replaces Division of Educational Support Services Bulletin No. 41, dated September 21, 1979.

I. LEGAL AUTHORITY FOR SEALING PUPIL RECORDS

The Welfare and Institutions Code, Section 781, provides the legal authority to petition for the sealing of a person's juvenile court records if that person was arrested or handled as a juvenile when a request for a petition before the Juvenile Court was made. The person or the probation officer may, five years or more after the jurisdiction of the court or the probation officer has terminated, or after the person has reached the age of eighteen (18) years, petition the court to have his or her court records sealed. If the court makes a finding in behalf of the petitioner, it shall order sealed any records in the custody of the court or other agencies named by the petitioner which may contain any information related to the petitioner's case.

II. PROCEDURE

In order that Pupil Services and Attendance (PSA) may effectively comply for the District, it is essential that all schools proceed as follows:

- A. When a court order is received by the PSA Branch, a request for the person's records will be made to the last school of attendance. That school, upon receipt of the request, shall mail the records to:

Director, Pupil Services
Central Administrative Offices
Room G-270

- B. When a court order is received by the school or other office (i.e., Microfilm Unit), the school or other office shall forward the person's school records and court order to the Director, Pupil Services.
- C. The Director, Pupil Services, shall peruse the person's school records and take appropriate action.
 - 1. If it is necessary to seal the records, it will be done and the court shall be so advised. The court order shall be sealed with the records.
 - 2. If it is not necessary to seal the records, the court shall be so advised.
 - 3. Original pupil records which are sealed are given to the Executive Officer of the Board for filing.
 - 4. Pupil records from the Microfilm Unit which are ordered are so identified by that unit.
 - 5. Original pupil school records which are not sealed are returned to the school of origin.

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