



Book	Board Policies
Section	Chapter 5: Student Services
Title	Student Records, Directory Information, and Privacy
Code	5040
Status	Active
Legal	20 U.S. Code Section 1232g(j) Education Code Sections 76200 et seq. Title 5 Sections 54600 et seq. ACCJC Accreditation Standard II.C.8
Adopted	July 21, 2004
Last Revised	September 13, 2018

Reference: [20 U.S. Code Section 1232g\(j\)](#); Education Code Sections [76200, et seq.](#); Title 5, Sections [54600, et seq.](#); [ACCJC Accreditation Standard II.C.8](#)

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor has directed the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the district.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information. The process to limit directory information is listed in the College catalog and Schedule of Classes.

Generally, no information concerning a student will be released without a written release from the student. Directory information is given out only when it is necessary or appropriate to do so in the opinion of a member of the Student Services professional staff.

Directory information may include:

- Name, major field of study, student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

See Administrative Procedure 5040

Revised: 9/13/2018; 7/14/2010; 8/2008
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