

Student Services

**BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND
PRIVACY**

References:

Education Code Sections 76200 et seq.;
Title 5 Sections 54600 et seq.;
Family Educational Rights & Privacy Act (Section 438, PL 93-380, 1974);
U.S. Patriot Act;
Civil Code Section 1798.85

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 may direct 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/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.

Directory information shall include:

- 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.

Also see BP/AP 3300 titled Public Records and BP/AP 3310 titled Records Retention and Destruction

Date Adopted: June 17, 2014

(This policy replaces CLPCCD Policies 5310 and 5511)