

STUDENT SERVICES

AP 5045 STUDENT RECORDS: CHALLENGING CONTENT AND ACCESS LOG

References:

Education Code Sections 76222 and 76232;
Title 5 Section 54630

Challenging Content

Students may file written requests with the Enrollment Services Office to correct or remove information recorded in their student records as described in the policy. Within 30 days of receipt of the request, the Enrollment Services Office shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The Enrollment Services Office shall then sustain or deny the allegations.

If the Enrollment Services Office sustains any or all of the allegations, the subject information shall be corrected, removed, or destroyed as applicable. If the Enrollment Services Office denies any or all of the allegations and refuses to order the correction or removal of the information, students, within 30 days of the refusal, may appeal the decision in writing to the Academic Review Committee for academic issues, the Financial Aid Appeals Committee for student financial aid record issues, or the Director of Student Affairs for disciplinary record issues.

A final appeal may be made to the Governing Board. The Governing Board shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the Governing Board sustains any or all of the allegations, it shall order the Superintendent/President or his or her designee, to immediately correct or remove and destroy the information. The decision of the Governing Board shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his or her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the

36 alleged victim, the alleged victim of that sexual assault or physical abuse shall be
37 informed within three days of the results of the disciplinary action and the results of any
38 appeal. The alleged victim shall keep the results of that disciplinary action and appeal
39 confidential.

40 **Access Log**

41 A log or record shall be maintained for each student's record that lists all persons,
42 agencies, or organizations requesting or receiving information from the record and their
43 legitimate interests. The listing need not include any of the following:

- 44 • Students seeking access to their own records
- 45 • Parties to whom directory information is released
- 46 • Parties for whom written consent has been executed by the student
- 47 • Officials or employees having a legitimate educational interest

48 The log or record shall be open to inspection only by the student and the Enrollment
49 Services Office, and to the Comptroller General of the United States, the Secretary of
50 Education, an administrative head of an education agency, and state educational
51 authorities as a means of auditing the operation of the system.

52 Also see AP 5040 titled Student Records and Directory Information

53 Office of Primary Responsibility: Enrollment Services