

**STUDENT SERVICES**

**BP 5040 STUDENT RECORDS AND DIRECTORY INFORMATION**

**References:**

- Education Code Sections 76200 et seq.;
- Title 5 Sections 54600 et seq.
- 20 U.S. Code Section 1232g(j);
- ACCJC Accreditation Standard II.C.8

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

Currently enrolled or former students of the District have a right of access to any and all student records relating to them 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.
- Names and dates of attendance.

See Procedure 5040 titled Student Records and Directory Information as well as Procedure 5045 titled Student Records: Challenging Content and Access Log.