

**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 the employee is not presently employed by the District, the employee's immediate supervisor or academic lead (such as Department Chair or Dean) will represent the district related to the data in question. 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 or the Director of Student Life and Leadership for student conduct disciplinary records. Challenges related to Financial Aid are addressed by the Financial Aid Office through their Appeals processes as noted on the Financial Aid website.

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 their 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 their 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 student conduct disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the student conduct disciplinary action.

Whenever there is included in any student record information concerning a student conduct disciplinary action in connection with Title IX Harassment Complaints, Investigations, and Hearings refer to AP 3434 Responding to Harassment Based on Sex Under Title IX; AP 3433 Prohibition of Sexual Harassment Under Title IX; and AP 5520 Student Discipline Procedures. The Enrollment Services Office will contact Human Resource Services and The Office of Student Life and Leadership regarding student disciplinary records.

**Access Log**

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

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

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

Also see AP 5040 titled Student Records and Directory Information.

Office of Primary Responsibility: Enrollment Services