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| Book | Board Policies |
| Section | Chapter 5: Student Services |
| Title | Student Records and Directory Information |
| Code | BP 5040 |
| Status | Active |
| Legal | Education Code Sections 76200, et seq.; Title V, Sections 54600, et seq. 20 U.S. Code Section 1232g(i) (U.S. Patriot Act) ACCJC Accreditation Standard II.C.8 |
| Adopted | July 13, 2002 |
| Last Reviewed | April 10, 2018 |

The Director of Admissions and Records/Registrar and/or The Vice President of Student Services of the District or designee shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Director of Admissions and Records/Registrar and/or The Vice President of Student Services of the District or designee 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 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.

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, Dean's and President's List recognition.

See Administrative Procedures #5040

[BP 5040 - Student Records and Directory Information.docx \(17 KB\)](#)