

## AP 5040 Student Records, Directory Information, and Privacy

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

### Release of Student Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), the District does not release student record information without the written consent of the student or under judicial order, except:

- To officials and employees of the District who have a legitimate educational need to inspect the record.
- To a member of the Governing Board who has a legitimate educational need to inspect the record.
- To a person employed by, or under contract to, the District to perform a special task, such as an attorney or auditor.

The District releases student directory information in accordance with the definitions in BP 5040 titled Student Records, Directory Information, and Privacy. The District releases student directory information, except when students have specifically requested that directory information be kept confidential. Directory information may be released by exception upon determination of the Superintendent/President or designee that such release is appropriate and not likely to put students at risk. Additionally, the Superintendent/President or designee may withhold directory information consistent with federal and state laws.

The District designates the following as directory information: name, address, phone number, dates of attendance, major field of study, awards and degrees received, most recent institution attended, participation in official college activities and sports, weight and height (for members of athletic teams), and part-time and/or full-time enrollment status.

Students must specifically request non-release of their directory information by submitting a Student Update Form. Student Update Forms are available on the District's website or in the Admissions and Records Office. Requested actions will be effective within five working days.

Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. A legitimate



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educational interest is defined as existing when an authorized District official, acting within the scope and authority of his/her employment or other authorized relationship with the District, has determined that there is a permissible reason to access one or more education records, including but not limited to: academic counseling, student disciplinary processes, safety and security needs, degree and other academic achievement checks and reviews, District-authorized research, and other such reasons as may be approved by the Chief Admissions and Records Officer.

Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. Such release may be made following submission of formal request to the Chief Admissions and Records Officer and when necessary reviewed by District legal counsel.

Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225. Such release may be made following submission of formal request to the Chief Admissions and Records Officer and when necessary reviewed by District legal counsel.

Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. Such release may be made following submission of formal request to the Chief Admissions and Records Officer and when necessary reviewed by District legal counsel.

Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of



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developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. Such release may be made following submission of formal request to the Chief Admissions and Records Officer and when necessary reviewed by District legal counsel.

Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. Such release may be made following submission of formal request to the Chief Admissions and Records Officer and when necessary reviewed by District legal counsel.

The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, major(s), degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

### **Charge for Transcripts or Verifications of Student Records**

A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of \$5.00 per copy. Students may request special rush processing of a transcript at the rate of \$10.00 per copy.

### **Electronic Transcripts**

The District implements a process for the receipt and transmission of electronic student transcripts to participating institutions. Fees for electronic transcripts shall be consistent with charges for all other transcript orders.

### **Use of Social Security Numbers**

The District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his/her social security number over the internet using a connection that is not secured or encrypted;



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- Require an individual to use his/her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
  - Application or enrollment purposes;
  - To establish, amend, or terminate an account, contract, or policy; or
  - To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he/she has the right to stop the use of his/her social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

References: Education Code Sections 71091 and 76200 et seq.;  
Title 5 Sections 54600 et seq.;  
U.S. Patriot Act;  
Civil Code Section 1798.85

Approved: 11/18/14