



BP 5040 Student Records, Directory Information, and Privacy

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. The Superintendent/President 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 reasonable access to any and all student records relating to the student maintained by the District. The Superintendent/President shall implement a system by which current students can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law; and, former students can request the District to update and reissue student records to include an updated legal name or gender.

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:

- Name.
- Dates of attendance.
- Major field of study.
- Part-time and/or full-time enrollment status.
- Student participation in official college sports, including weight, height, and other student athlete information.

References: Education Code Sections 66093.3, 66271.4 et seq. and 76200 et seq.;
Title 5 Sections 54600 et seq.;
20 U.S. Code Section 1232g subdivision (j);
ACCJC Accreditation Standard 2



BP 5040 Student Records, Directory Information, and Privacy

Page 2 of 2

Policy

Category: Executive Expectations

Adopted: 1/22/15
(*Replaces former Board Policy 5.1.4*)

Revised: 8/25/25