

STUDENT RECORDS AND DIRECTORY INFORMATION

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

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. Student access means that students may review or request copies of documents in their file. Original documents turned over to the District/College will remain in the student's file.

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:

1. Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.
2. Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.
3. Dates of attendance.

Reference: Calif. Ed. Code, Section 76200, et seq.; Title 5, Calif. Code of Regulations, Section 54600, et seq.

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