AP 5040  STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

References:
- Education Code, Sections 71091 and 76200 et seq.;
- Title 5, Sections 54600 et seq.;
- U.S. Patriot Act;
- Civil Code, Section 1798.85;
- ACCJC Accreditation Standard II.C.8

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

Cerritos College shall maintain student records in a manner to ensure the privacy of all such records and shall not, except as otherwise herein authorized, permit any access to or release of information therein.

Release of Student Records
No instructor, official, employee, or member of the Board of Trustees shall authorize access to student records to any person except under the following circumstances:
- Student records shall be released pursuant to a student's signed and dated written consent.
- “Directory information” may be released in accordance with the definitions in Board Policy 5040 titled Student Records, Directory Information, and Privacy. There is no requirement to release Directory Information. Requests for Directory Information on a student or group of students should be referred to the Dean of Admissions, Records and Services.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena, following submittal to the Dean of Admissions, Records and Services and review by legal counsel to the District.
- 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 following submittal to the Dean of Admissions, Records and Services and review by legal counsel to the District.
- Student records may be released to District officials and employees of the District only when they have a legitimate educational interest to inspect the record.
  - A legitimate educational interest is defined as existing when an authorized College 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, college safety and security needs, degree and other academic achievement checks and reviews, College-authorized research, and other such reasons as may be approved by the Dean of Admissions, Records and Services.

- Authorized District officials must successfully complete the Cerritos College Student Education Records Privacy Protection Protocol. Authorized District officials are (1) Student Services, Research and Planning, and other academic managers and assigned staff in their departments; (2) Counselors; (3) full-time Faculty; (4) full-time and selected hourly staff; and, (5) on a case-by-case basis, other agencies or individuals authorized by the Dean of Admissions, Records and Services.

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 state or federal law. Such release may be made following submittal to the Dean of Admissions, Records and Services and review by legal counsel to the District. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected for such purposes shall be protected in a manner that will not permit the personal identification of students or their parents by other than the officials authorized to gather and receive it, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.

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 submittal to the Dean of Admissions, Records and Services and, when necessary, review by legal counsel to the District.

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. The Dean of Student Support Services, or designee, is authorized to release such records.

Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of 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. Requests for the release of student records for such purposes shall be submitted to the Director of Research and Planning for review and recommendation to the Executive Council for authorization.

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 state or federal law. In time of emergency, various college officials may be in a position to release such information. Whenever possible, without endangering health or safety, such releases should be carried out by the Dean of Admissions, Records and Services.

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. Such release may be made following submittal of an authorized request to the Dean of Admissions, Records and Services and, when necessary, review by legal counsel to the District.

**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 and 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 established rate per copy. Students may request special processing of a transcript.

**Electronic Transcripts**

The District may elect to implement a process for the receipt and transmission of electronic student transcripts.

**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 or her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his or her social security number to access an Internet website without also requiring a password or unique personal identification number or other authentication device; 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 or she has the right to stop the use of his or 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.

Office of Primary Responsibility: Vice President, Student Services

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(Replaces former Cerritos CCD Policies 4103.1, 4103.2, 4103.3)