BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

References:
- Education Code, Sections 76200 et seq.;
- Title 5, Sections 54600 et seq.;
- 20 U.S. Code Section 1232g(j);
- ACCJC Accreditation Standard II.C.8

Each student enrolled shall have a permanent record containing his/her academic history.

The President/Superintendent shall establish procedures to assure that student records are maintained in compliance with applicable state and federal laws relating to the privacy of student records.

The President/Superintendent 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 state and federal 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 may include:

- Name
- Major field of study
- Class level
- Dates of attendance
• Degrees and awards received

• Participation in officially recognized activities and sports

• Weight and height of members of athletic teams, and previous education institutions attended

Office of Primary Responsibility: Vice President, Student Services

Also see Procedure 5040 titled Student Records, Directory Information, and Privacy.

Date Adopted: May 16, 2007
Date Revised: June 18, 2008
(Replaces former Cerritos CCD Policy 4103)