

STUDENT RECORDS AND DIRECTORY INFORMATION

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

Collection and Retention of Student Information

The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution's benefit programs.

The District shall maintain policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

The District will provide students and families with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.

The District will provide students an opportunity to opt out of disclosure of directory information. Notices must describe the following:

- the kind of information that the school has identified as directory information;
- the eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;
- the period of time in which the eligible student must notify the school in writing that they do not want the information designated as directory information; and
- that opting out by the noted deadline is the student's only way to prevent the release of directory information.

Unless required by federal or state law, the District will not inquire specifically about a student's citizenship or immigration status or that of their parents or guardians. Whenever possible, the District will use alternative acceptable documents or information instead of requesting documentation or information that could reveal a student's immigration status, such as a permanent resident card, voter registration, passport, or citizenship papers.

Any sensitive information, such as a student's, parent's, or guardian's social security number (SSN), any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, should be maintained only for as long as necessary.

The District shall not create a list of student names linked with immigration status.

District police shall not inquire into an individual's immigration status for immigration enforcement purposes.

District police shall not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.

Release of Student Records. No instructor, official, employee, or Governing Board member shall authorize access to student records to any person except under the following circumstances.

- Student records shall be released pursuant to a student's written consent.

- “Directory information” may be released in accordance with the definitions in Board Policy 3013.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena, or in the event of litigation towards the District. If a parent or eligible student initiates legal action against an educational agency or institution, the educational agency or institution may disclose to the court, without a court order or subpoena, the student’s educational records that are relevant for the educational agency or institution to defend itself.
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning terrorism.
- Whenever there is included in any student record any information concerning any disciplinary action taken by a community college in connection with any alleged sexual assault, or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or abuse shall be informed within three days of the results of any disciplinary action by the community college and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. The assigned custodian of records at each campus determines access to student records.
- Students may request to inspect and review their student records. The assigned custodian at each campus will grant a request to inspect and review student records during regular school hours no later than 15 working days following the date of the request.
- 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.
- 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.
- 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.
- 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.

- 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. The assigned custodian of records at each campus will make this determination.
- The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, electronic mail addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.
- With respect to students who participated in organized athletics in high school and for whom information is available due to their membership on athletic teams, weight, height and high school of graduation shall be included in the directory. Degrees and awards received by students, including honors, athletic awards and Dean's List recognition will also be included in the directory.

Access to Student Records for Immigration Enforcement Purposes

No student information shall be disclosed for immigration enforcement purposes without a court order, judicial warrant, or signed and dated written consent by the student or, if the student is a minor, the student's parent or guardian. The written consent must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

If desired by the student, the District must provide a copy of the records to be released. The party to whom the information is disclosed may not re-disclose the information to any other party without the prior consent of the student or subsequent court order.

Requests for access to student records for immigration enforcement purposes shall be directed to the campus custodian of records.

District employees and campus police shall not provide personal information about an individual for immigration enforcement purposes, unless that information is publicly available, or required by a court order or judicial warrant. "Personal information" is defined as any information that identifies or describes an individual, and includes but is not limited to, a student's physical description, home or work address, telephone number, education, financial matters, medical or employment history, and statements made by, or attributed to, the individual. This restriction does not apply to information regarding the immigration or citizenship status of an individual.

Unless the District is served with a judicial subpoena or court order that by its terms prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order in accordance with FERPA.

Charge for Transcripts or Verifications of Student Records. A student/former student shall be entitled to two free copies of the transcript of their record and 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/them, at the rate in effect at the time of the request. Students may request special processing of a transcript. The District will not refuse to provide a transcript for a current or former student on the grounds that the student owes a debt; condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript; charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request because a student owes a debt; or use transcript issuance as a tool for debt collection.

Electronic Transcripts

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

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 their social security number over the internet using a connection that is not secured or encrypted;
- require an individual to use their social security number to access a 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.

Name, Gender Identity, and Gender Changes to Student Records

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. Upon the request of a current student, the District shall update any records for the student to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses, student identification cards, class rosters, transcripts, diplomas, certificates of completion of courses, or similar records.

If the District receives government-issued documentation, as described below, from a former student demonstrating that the former student's legal name or gender has been changed, the District shall update the former student's records to include the updated legal name or gender. If requested by the former student, the District shall reissue any documents conferred upon the former student with the former student's updated legal name or gender. Documents that shall be reissued by the District upon request include, but are not necessarily limited to, a transcript or a diploma conferred by the institution.

The District shall not charge a higher fee for correcting, updating, or reissuing a document or record based on an affirmed name, gender identification, or legal name or gender change than the fee it charges for correcting, updating, or reissuing that document or record generally.

The documentation of a former student sufficient to demonstrate a legal name or gender change includes,

but is not necessarily limited to, any of the following:

- state-issued driver's license or identification card;
- birth certificate;
- passport;
- social security card; and/or
- court order indicating a name change or a gender change, or both.

The District is not required to modify records that the former student has not requested for modification or reissuance.

The District cannot require a current student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's affirmed name listed on the student's records.

California Education Code, Sections 66093.3, 66271.4 et seq., and 76200 et seq.;
Title 5, California Code of Regulations, Sections 59410 and 54600 et seq.
Civil Code Sections 1788.90 et seq. and 1798.85;
10 U.S. Code Section 503;
20 U.S. Code Section 1232g subdivision (j) (U.S. Patriot Act);
ACCJC Accreditation Standard 2

Historical Annotation:
Adopted: 1/20/04
Revised 5/10/16
Revised 11/12/24
Revised 02/18/25

Related Board Policy:
Board Policy 3013

Related Procedures:
Business Procedure 22.22
Student Services Procedures 3009, 3027