

Student Services

1 **BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND**
2 **PRIVACY**

3 **References:**

- 4 Education Code, Sections 76200 et seq.;
- 5 Title 5, Sections 54600 et seq.;
- 6 20 U.S. Code Section 1232g(j);
- 7 ACCJC Accreditation Standard II.C.8

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

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

12 The President/Superintendent may direct the implementation of appropriate safeguards
13 to assure that student records cannot be accessed or modified by any person not
14 authorized to do so.

15 Any currently enrolled or former student of the District has a right of access to any and all
16 student records relating to him or her maintained by the District.

17 No District representative shall release the contents of a student record to any member
18 of the public without the prior written consent of the student, other than directory
19 information as defined in this policy and information sought pursuant to a court order or
20 lawfully issued subpoena, or as otherwise authorized by applicable state and federal laws.

21 Students shall be notified of their rights with respect to student records, including the
22 definition of directory information contained here, and that they may limit the information.

23 Directory information may include:

- 24 • Name
- 25 • Major field of study
- 26 • Class level
- 27 • Dates of attendance

- 28 • Degrees and awards received
- 29 • Participation in officially recognized activities and sports
- 30 • Weight and height of members of athletic teams, and previous education institutions
- 31 attended
- 32 Office of Primary Responsibility: Vice President, Student Services
- 33 Also see Procedure 5040 titled Student Records, Directory Information, and Privacy.

Date Adopted: May 16, 2007
Date Revised: June 18, 2008
Date Reviewed: February 20, 2019
(Replaces former Cerritos CCD Policy 4103)