

**Student Services**

**AP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND  
PRIVACY**

**References:**

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

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 Enrollment Services Division shall maintain in writing District 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 has to notify the school in writing that he/she/they does not want the information designated as directory information; and
- That opting out by the noted deadline is the students' only way to prevent the release of directory information.

Any sensitive information, such as a student's, parent's, or guardian's 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.

If the District possesses information that could indicate immigration status or citizenship status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.

Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.

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

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

District police or security departments 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.

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 Enrollment Services.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena, following submittal to the Dean of Enrollment 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 Enrollment 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/their 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 Enrollment Services.

- Authorized District officials must successfully complete the Cerritos College Student Education Records Privacy Protection Protocol (<https://ouc-secure.cerritos.edu/admissions-and-records/secure/ferpa-quiz.htm>)
  - An annual reminder will be sent to the campus
- 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, or to other agencies or individuals authorized by the Dean of Enrollment Services.

Students may request to inspect and review his/her/their student records. The District 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 Department of Education Office for 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 Enrollment 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 Enrollment 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 Enrollment 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 Dean, Institutional Effectiveness, Research, Planning, & Grants and 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 Enrollment Services.

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, 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 Enrollment Services and, when necessary, review by legal counsel to the District.

#### **Access to Student Records for Immigration Enforcement Purposes**

The District must obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information for immigration enforcement purposes; no student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or a judicial warrant, written consent must be signed and dated by the student, or (if the student is a minor) by the student's parent(s) or guardian(s), before disclosure of the information, and 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.

District personnel shall develop a written policy for interactions with immigration authorities seeking to review student records. At minimum, such policies shall include the following information:

- Contact information for the Vice President of Student Services as the correct person to review and respond to a request for student records.

- Access to sample warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.
- District personnel shall provide a set of responses for personnel to use in response to officers seeking access to records for immigration enforcement purposes.

In addition to notifying the Vice President of Student Services, District personnel shall take the following action steps in response to an officer other than campus police requesting access to student records:

1. Ask for the officer's name, identification number, and agency affiliation;
2. Record or copy this information;
3. Ask for a copy of any warrants;
4. Inform the officer that you are not obstructing his/her/their efforts but that you need to contact a campus administrator or campus counsel for assistance.

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 his/her/their 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/them, at the established rate per copy. 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.

### **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/her/their social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his/her/their 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/she/they has the right to stop the use of his/her/their 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.

### **Name, Gender Identity, and Gender Changes to Student Records**

Current students can declare an affirmed name, gender identity, or both 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 identity, or both. The records that shall be updated include but are not limited to District-issued email, addresses, student identification cards, class rosters, unofficial and official 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 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.

236 The District may use a student's gender or legal name as indicated in a government-  
237 issued identification document only if it is necessary to meet a legally mandated  
238 obligation, but otherwise shall identify the student in accordance with the student's gender  
239 identity and affirmed name.

240 The documentation of a former student sufficient to demonstrate a legal name or gender  
241 change includes, but is not necessarily limited to, any of the following:

- 242 • State-issued driver's license or identification card;
- 243 • Birth certificate;
- 244 • Passport;
- 245 • Social security card;
- 246 • Court order indicating a name change or a gender change, or both.

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

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

252 Office of Primary Responsibility: Vice President, Student Services

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**Date Approved:** 5/21/07

**Dates Revised:** 6/18/08; 10/15/12; 4/29/14; 2/11/19; 4/7/25