

Student Services

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

3 References:

4 Education Code, Sections 66093.3, 66271.4 et seq. and 76200 et seq.;
5 Title 5, Sections 54600 et seq.;
6 20 U.S. Code Section 1232g(j);
7 ACCJC Accreditation Standard 2

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

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

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

16 Any currently enrolled or former student of the District has a right of access to any and all
17 student records relating to him/her/them maintained by the District. The
18 President/Superintendent shall implement a system by which current students can
19 declare an affirmed name, gender identity, or both to be used in their records where legal
20 names are not required by law. Upon the request of a current student, the District shall
21 update any records for the student to include the affirmed name, gender identity, or both.
22 The records that shall be updated include but are not limited to District issued email
23 addresses, student identification cards, class rosters, unofficial or official transcripts,
24 diplomas, certificates of completion of courses, or similar records. Upon request by a
25 former student of the District, the District will update and reissue student records to
26 include an updated legal name or gender. These documents include but are not limited
27 to a diploma conferred by the institution.

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

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

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

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

41 Directory information may include:

- 42 • Name
- 43 • Address
- 44 • Telephone
- 45 • E-mail
- 46 • Major field of study
- 47 • Class level
- 48 • Dates of attendance
- 49 • Degrees and awards received
- 50 • Participation in officially recognized activities and sports
- 51 • Weight and height of members of athletic teams, and previous education
52 institutions attended

53 Office of Primary Responsibility: Vice President, Student Services

54 See also AP 5040 titled Student Records, Directory Information, and Privacy

Date Adopted: May 16, 2007

Dates Revised: June 18, 2008; June 4, 2025

Date Reviewed: February 20, 2019