

**Student Services**

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

**References:**

Education Code Sections 76200 et seq.;  
Title 5 Sections 54600 et seq.;  
U.S. Patriot Act;  
Civil Code Section 1798.85

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

As stated in BP 5040 titled Student Records, directory Information, and Privacy, any currently enrolled or former student of the District has a right of access to any and all student records relating to him/her maintained by the District and shall be provided an opportunity to challenge such records on the grounds that they are inaccurate in accordance with the requirements erc9qurou1 72

Student records shall be released pursuant to a student's written consent. The forms are submitted to Admissions and Records and verified before student records are released.

“Directory information” may be released in accordance with the definitions in BP 5040 titled Student Records, Directory Information, and Privacy. At the time of application, students have the option to select for basic directory information to be shared.

Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Subpoenas are submitted to the Admissions and Records and verified before student records are released. A copy of the subpoena is always sent to students.

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.

Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.

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. The Director of Admissions and Records/Registrar is responsible for providing such information and for defining the procedures.

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



Require an individual to use his/her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; 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: