AP 5040  Student Records and Directory Information

Reference:
Education Code Section 76200 et seq.; Title 5, 54600 et seq.

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

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.
Insert local procedure on obtaining consent or student request. Requests must be submitted in writing to the Director of Admissions and Records. Telephone requests will not be accepted.

"Directory information" may be released in accordance with the definitions in Board Policy.
Requests must be submitted in writing to the Director of Admissions and Records. Unless otherwise instructed in writing by the student, the directory information consists of:

- Name of student
- Dates of attendance at Cevilan College
- Date of graduation and degree or certificate awarded

Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
Insert local procedure on receiving orders or subpoenas, including definitions of lawfully issued subpoena.

Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. Requests must be submitted in writing to the Director of Admissions and Records.

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. Requests must be submitted in writing to the Director of Admissions and Records.

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 76225. Requests must be submitted in writing to the Director of Admissions and Records.
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.

Approved by the Board of Trustees August 13, 2002
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. Requests must be submitted in writing to the Director of Admissions and 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 administrating 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 must be submitted in writing to the Director of Admissions and Records.

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. Requests must be submitted in writing to the Director of Admissions and Records.

The following information shall be released to the federal military for the purposes of federal military recruitment: student names, 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.

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 record or 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, at the rate of $2.00 per copy. Students may request special processing of a transcript.
BP 5040  Student Records and Directory Information

Reference:
Education Code Sections 76200, et seq.;
Title 5, Sections 54600, et seq.

The President of the College shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

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

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

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

Directory information shall include:
Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.

Degrees and awards received by students, including honors, scholarship awards, athletic awards, Dean’s and President’s List recognition.

Name of the student

Dates of attendance at Gavilan College

Date of graduation and degree or certificate awarded

See Administrative Procedures #5040

Approved by the Board of Trustees August 13, 2002