



## **BP 5040 Student Records, Directory Information, and Privacy**

### References:

Family Educational Rights & Privacy Act (Buckley Amendment), Education Codes Sections 76200 et seq.; Title 5 Sections 54600 et seq.

The Santa Clarita Community College District conforms in its student record policies with the above referenced legal statutes. The District will establish and maintain information on students relevant to admissions, registration, academic history, career, student benefits services, extra-curricular activities, counseling and guidance, discipline or matters relating to student conduct and shall establish and maintain such other information as is required by law.

#### 1. Custodian of Records

The CEO shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records. The Associate Dean of Admissions, Records, and Veteran Services shall act as the Custodian of Records to ensure compliance of all records.

#### 2. Record Safeguards

The CEO may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

#### 3. Student Access to 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.

#### 4. Release of Student Records

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. The District also has the right to release students' records to institutions and agencies on the basis of educational interest.

5. Notification of Student Rights

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

6. Directory Information

- a. Directory information shall include; student's name, District provided email address, recognized activities and sports, weight and height of members of athletic teams.
- b. Degrees and awards received by the students, including honors, scholarship awards, athletic awards, and Chancellor's List recognition.

See Administrative Procedure AP 5040

Board Approved 7/7/21