

ADMINISTRATIVE PROCEDURES

Chapter 5 Student Services

5040

AP 5040 Student Records, Directory Information, and Privacy

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. A student's written request must;
 - specify the record(s) to be released,
 - state the purpose of the disclosure,
 - identify the party to whom the disclosure is to be made,
 - be signed and dated by the student.
- "Directory information" may be released in accordance with the definitions in Board Policy 5040, in the absence of a privacy hold.
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Lawfully issued subpoenas must be submitted to the Office of the Vice President of Student Services for review and processing.
- 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. Requests for such record disclosures must be addressed to the Admissions & Records Office or relevant education program as stated in this paragraph.

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. Requests for such record disclosures must be addressed to the Admissions & Records Office and must include the written consent of the student for such disclosure.

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. Requests for such disclosure must be received by either the Student Financial Services Office or the Admissions & Records Office, and must include the student's written consent for such disclosure.

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 such disclosure must be made to the Office of Planning, Research, and Institutional Effectiveness.

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 for such record disclosures must be addressed to the Admissions & Records Office or the Campus Security Office.

Solomon Act Requests

The following data elements are eligible to be released to the federal military for the purposes of federal military recruitment:

- student names,
- addresses,
- telephone number,
- age and date of birth,
- level of education,
- academic major,
- degrees received,
- or educational institution in which the student has most recently enrolled in by the student.

Solomon Act requests must be addressed to the Admissions & Records Office and must:

- be written on hard copy official letterhead,
- be dated,
- state each data element requested,
- list the specific term for which the data is requested,
- include the name, title, and contact information of the requester,
- include an original non-electronic signature, and
- be accompanied with a blank rewritable disc or USB flash drive.

The requesting party will provide a rewritable compact disc or USB flash drive to the Admissions & Records Office in order to receive the data requested. Requested information will not be released via email, nor hardcopy, nor via any other electronic transferable device. Each arm of the military is limited to one Solomon Act Request per term. Solomon Act requests will be processed within 10 business days. Recruiters who receive student information are encouraged to be good data custodians, refraining from calling students at inappropriate hours and refraining from referring to Solomon data as a “drop-out list”.

Charge for Transcripts or Verifications of Student Records: A student/former student shall be entitled to two free copies of the transcript of their 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 the student, at the rates specified on the Admissions & Records website or college catalog per copy. Students may request special processing of a transcript.

Electronic Transcripts

The District has implemented processes for the receipt and transmission of electronic student transcripts. Electronic requests may be made through the student portal and/or vendor website.

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 their social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use their 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:
 - Application for 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 they have the right to stop the use of 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.

See Board Policy 5040 – Student Records, Directory Information, and Privacy

References: *Education Code Sections 76200 et seq.;*
Title 5 Sections 54600 et seq.;
20 U.S. Code Section 1232 g(j) (U.S. Patriot Act);
Civil Code Section 1798.85;
ACCJC Accreditation Standard II.C.8

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