

**Student Records, Directory Information, and Privacy**

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

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

The Superintendent/President 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.

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's name
- Student's address
- Student's telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized college activities
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Last school of attendance
- Other information authorized in writing by the student

See Administrative Procedures 5040  
See also BP/AP 3310 - Records Retention and Destruction

*(Formerly PVC Board Policy 5110)*

10/29/08 College Council Approval  
11/18/08 Board First Read  
12/09/08 Board Second Read and Approval  
07/26/11 Board Information Item  
03/20/18 College Council Review  
04/10/18 Board First Read  
05/08/18 Board Second Read and Approval