

**Student Services**

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

**References:**

Education Code Sections 76200 et seq.;  
Title 5 Sections 54600 et seq.;  
U.S. Code Sections 93-380

The Chancellor 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's name, address, telephone listing, e-mail, major field of study, dates of attendance, enrollment status (e.g. full/part time);
- 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, and Dean's List recognition;
- The most recent previous public or private school attended by the student;
- Any other information authorized, in writing, by the student.

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Date Adopted: November 18, 2008  
(Replaces RCCD Policy 6070)

**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

Students shall be advised of their rights regarding education records on the RCCD application, class schedule and college catalog.

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

**Release of Student Records**

No instructor, official, employee, or member of the Board of Trustees shall authorize access to student records to any person except under the following circumstances:

- The District may permit access to education records to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. The recipient must be notified that the transmission of the information to others is prohibited.
- “Directory Information” may be released in accordance with the definitions in Board Policy 5040 and in accordance with federal and state laws and regulations, such as the Family Educational Rights and Privacy Act – FERPA.
- Students designate on the admission application whether or not Directory Information may be released without their consent.

Students may also withhold Directory Information by notifying Admissions and Records in writing. Requests for non-disclosure will be honored by the District until removed by the student in writing.

- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Subpoenas are forwarded from the District finance Office to Admissions and Records. Admissions and Records then forwards a request for

records to any other applicable departments, such as, Student Financial Services, Student Services Activities, Health Services, etc. Those departments gather all pertinent documents and forward them to Admissions and Records. A letter is sent to the student, informing them of the subpoena and giving them the name of the Court or party requesting the records. All collected records are sent to the requesting Court/party two weeks after receipt of the subpoena. Copies of subpoenas and materials requested are retained in Admissions.

- 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. All federal judicial orders requesting records shall be handled in the same manner as that listed above for response to judicial orders or subpoenas.
- 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 are made to the Dean or Director of Admissions and Records, who approves or denies the request based on legitimate educational interests.
- 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 are made to the Dean or Director of Admissions and Records who confers with the Chancellor's office before releasing information.
- 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. Students may request transcripts through the RCCD website ([www.rcc.edu](http://www.rcc.edu)), mail or in person. The first two (2) transcripts are free of charge. Admissions and Records verifies the identity of the requestor and charges fees, if applicable.
- 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. The Dean, Student Financial Services is responsible for authorizing the release of this information.

- 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. The Institutional Research Department releases information if the request is based on a legitimate educational purpose, as allowed by FERPA regulations. Institutional records of students may be shared with other institutions if a legitimate educational purpose has been identified. Improvement of Instruction is considered a legitimate educational purpose. Typically, the institution shares student records only with other institutions or through governmental agencies for the purposes of improvement of instruction. In the case of sharing student informational records with a non-governmental third party, (such as the Student Loan Clearinghouse), a signed agreement with the District, specifically stipulating the parameters of the data and its use, will be necessary before any information is released.
- 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. All requests are submitted to the Chief of College Safety and Police, who authorizes access to the information.
- 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. Written requests are forwarded to the Dean or Director of Admissions and Records, who then authorizes information to be released.
- Student records may be released to parents or guardians of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986, if the student gives permission in writing or the parent/guardian produces evidence that the student is claimed by the parent/guardian on income tax returns. The request is made to the Chief Admissions and Records Officer, who approves or denies the request based on documentation received.

- In the event of the death of a student, records may be released to an executor of the student's estate, a parent, spouse, or an agency or organization providing financial aid for the student. In each instance, proof of the student's death must be provided, by way of a certified copy of a death certificate or other court documentation, along with a written request for records, which states the reason for the request. Each such request will be handled on a case-by-case basis by the Chief Admissions and Records Officer. Records will also be provided pursuant to a court order or subpoena.

#### 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 \$3.00 per copy. For same-day service, the charge is \$5.00 per copy. Students may request special processing of a transcript.

#### 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 his or her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his or her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device; 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 or 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 he or she has the right to stop the use of his or her 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.

The following statement is printed in the Class Schedule and the District Catalog:  
“Students have the right to stop the use of their social security number in a manner otherwise prohibited by law by submitting a written request to Admissions and Records, along with a photo I.D”.

Any currently enrolled or former student has a right of access to all education records relating to him or her. Once a student has submitted a request to inspect his/her records, the District/college will comply within 45 days. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy or Administrative Procedure.

The District does not have to permit a student to inspect and review education records that are:

1. Financial records, including any information those records contain of his/her parents.
2. Confidential letters and confidential statements under certain conditions. (See Family Educational Rights and Privacy Act Regulations). A student may waive right of access to education records devoted solely to confidential recommendations for career placement or postsecondary admissions.

#### Challenge

1. Students may challenge the content of student records pursuant to Board Policy and Administrative Procedure 5045, titled Student Records: Challenging Content and Access Log.
2. A student may not challenge grades assigned in courses of instruction via this section.

#### Record of Disciplinary Action

Whenever there is included in any education record information concerning any disciplinary action taken by District personnel in connection with the student, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

*Office of Primary Responsibility: Admissions and Records*

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Administrative Approval: December 8, 2008  
(Replaces RCCD Regulation 6070)