

## STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

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

The Chancellor may direct the implementation of appropriate safeguards to ensure 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 them maintained by the District. Student access means that students may review or request copies of documents in their file. Original documents turned over to the District/college will remain in the student's file. The Chancellor shall implement a system by which current students can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon the request of a current student, the District shall update any records for the student to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District issued email addresses, student identification cards, class rosters, transcripts, diplomas, certificates of completion of courses, or similar records. Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to transcripts or a diploma.

The District cannot require a current student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's affirmed name listed on the student's 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 Administrative Regulation 5040 *Student Records, Directory Information, and Privacy*, 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 in Administrative Regulation 5040 *Student Records, Directory Information, and Privacy*, and that they may limit the information.

### *Reference:*

*California Education Code Sections 66271.4 et seq. and 76200 et seq.*  
*California Civil Code Section 1798.85*  
*California Code of Regulations, Title 5 Section 54600 et.seq.*  
*20 U.S. Code Section 1232g(j)*  
*ACCJC Accreditation Standard 2*

Adopted:	05-15-89	Revised:	01-31-05	Revised:	07-15-19	Page 1 of 1
Revised:	04-26-99	Revised:	11-17-09	Revised:	10-23-23	
Revised:	08-30-04	Revised:	06-23-14			