

Board Policy 5040

Student Records and Directory Information

Responsibility

The Director of Admissions and Records shall assure that student records are maintained with applicable federal and state laws relating to the privacy of student records and shall develop procedures to implement all regulations regarding the release of student information.

Definition

El Camino College shall use the definitions contained in the Federal Education Rights and Privacy Act.

Rights of Students

- a. Currently enrolled or former students have a right of access to all student records relating to them.
- b. Waiver – Students may be requested to waive their right to access to student records devoted solely to confidential recommendations for career placement or postsecondary admissions.
- c. Challenge – Students have a right to challenge information contained within their student records through a defined and publicized process.
- d. Record of Disciplinary Action – Whenever there is included in any student record information concerning any disciplinary action taken by the District personnel in connection with the student, the student shall be allowed to include in such records a written statement or response concerning the disciplinary action.

Access to Student Records

- a. Consent – The District may permit access to student 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.
- b. Access – El Camino Community College District is not authorized to permit access to student records to any person without the written consent of the student or under judicial order except that access may be permitted to those individuals or organizations permitted under the Federal Education Rights and Privacy Act.
- c. Court Order – Information concerning a student shall be furnished in compliance with a court order.
- d. Subpoena – The service of a subpoena upon a District employee for the purpose of producing a student record may be complied with by submitting a

certified copy of all records requested. The student shall be given prior notice of this action.

- e. Log – A log or record shall be maintained indicating access to student’s records.
- f. Statistical Data – Nothing shall preclude the District from providing, at its discretion, statistical data on students from which no individual student may be identified.

Privacy of Students Records

El Camino Community College District will release student directory information in accordance with the Federal Education Rights and Privacy Act.

Notice to Students

Students shall be advised of their rights regarding student records in the Schedule of Classes during each enrollment and on an annual basis in the El Camino Community College Catalog. Appropriate administrative regulations and procedures shall be communicated to them at that time.

Miscellaneous

- a. Financial Charges – The District may assess a reasonable charge for furnishing copies of any student record.
- b. Transfer of Student Records – Provided that there are no holds placed on records due to outstanding indebtedness or other factors, the District, upon the written request of a student, or another institution, shall transfer validated copies of all educational records to the designated institution.

Reference:

Public Law 104-206 (110 Stat. 2984; 104 H>R 3816);
Title V, Section 509(a)(I)(2), (b)(I)(2)
United States Government Code Section 93-380
California Education Code Section 76200 et seq.