

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 5040 Student Education Records, Directory Information, and Privacy

Reference Education Code Sections 66093.3, 66271.4 et seq. and 76200 et seq.; Title 5 Sections 54600 et seq.; 20 U.S. Code Section 1232g subdivision (j); ACCJC Accreditation Standard 2

The superintendent/president or designee shall assure that student education records are maintained in compliance with applicable federal and state laws relating to the privacy of student education records.

The superintendent/president or designee may direct the implementation of appropriate safeguards to assure that student education 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 education records relating to him or her maintained by the District.

No District representative shall release the contents of a student education record to any third-party without the prior written consent of the student, other than directory information as defined in this policy, 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 at least annually of their rights with respect to student education records, including the definition of directory information, as contained herein, and their right to limit the disclosure of their information.

Directory Information: The Family Educational Rights and Privacy Act (FERPA) permits release of "directory information" without student's prior written authorization unless the student has notified the Admissions & Records Office in writing within the first nine weeks of the semester that the College may not release such information.

Directory information includes a student's:

- Name
- Major field of study
- Full or part-time enrollment status
- Participation in officially recognized athletic teams including weight and height of team members, and high school of graduation
- Dates of attendance
- Degrees and certificates awarded including honors, scholarship awards, athletic awards and Dean's list recognition
- Photographs, video or web image of the individual or campus scenes including the individual in College publications, promotional materials, or on the College's website.

- Names, addresses, phone number of graduates and former students for publication in the College alumni directory and only with their consent.
- A student ID number or other unique personal identifier that is displayed on a student ID card, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Officials and employees of the District may be permitted access to student education records when they have a legitimate educational interest to inspect student education records.

Adopted: 02/07/12
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