

Board Policy 5040

Student Records, Directory Information, and Privacy

The Superintendent/President or designee 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 or designee 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.

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

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 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 following directory information may be released without student signature approval for athletic purposes and officially recognized college activities:

- Student name
- Athletic awards
- Dates of attendance
- Enrollment status
- Degrees and awards received
- Height and weight of team members
- High school of graduation
- Honors and dean's list recognition

- Major field of study
- Most recent previous school attended
- Participation in officially recognized activity
- Participation in officially recognized sports

Students shall be advised of their rights regarding student records in the Schedule of Classes and in the College Catalog.

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

El Camino College

Adopted: January 22, 2002

Amended: August 17, 2020