



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5040 Student Records, Directory Information, and Privacy
Code	BP 5040
Status	Under Consideration
Legal	California Education Code, Sections 76200 et seq. Title 5, Sections 54600 et seq.
Adopted	November 3, 2009
Last Revised	June 18, 2013

The Chancellor shall establish administrative procedures and safeguards in compliance with applicable federal and state laws relating to the privacy ~~and release~~ of student records, ~~which ensure that:~~

The Chancellor 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.

Said safeguards shall ensure that:

- Student records are maintained and released in compliance with applicable state and federal laws regardless of students' age.
- 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 annually in the colleges' catalogs and/or through other means 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~~ may include: student ~~'s name; address; telephone number; date of birth; major field of study;~~ participation in officially recognized activities and sports; including weight, height and high school of graduation of of athletic team members; ~~dates of attendance;~~ degrees and awards received, including honors, scholarship awards, athletic awards and Dean's list recognitions. ~~the most recent educational institution attended by the student; and weight and height of members of athletic teams.~~
- Student records cannot be accessed or modified by any person not authorized to do so.

See [Administrative Procedure 5040](#).

Governance Review

2020 10.22 Policy, Planning & Student Success Committee

2020 10.12 Chancellor's Cabinet

2020 10.08 DTRW-SS

2020 09.10 DTRW-SS

2020 05.07 DTRW-I/SS