



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5040 Student Records, Directory Information, and Privacy
Code	BP 5040
Status	Active
Legal	California Education Code, Sections 76200 et seq. Title 5, Sections 54600 et seq.
Adopted	November 3, 2009
Last Revised	November 10, 2020

The Chancellor shall establish administrative procedures and safeguards 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 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 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, including honors, scholarship awards, athletic awards and Dean's list recognitions.
- Student records cannot be accessed or modified by any person not authorized to do so.

See [Administrative Procedure 5040 Student Records, Directory Information, and Privacy](#).

#### Governance Review

2020 11.10 Board of Trustees

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