



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Administrative Procedure

Chapter 5 - Student Services

AP 5040 STUDENT RECORDS, RELEASE, CORRECTION AND CHALLENGE

ATTACHMENT A – NOTIFICATION TO STUDENTS

Pursuant to the “Family Rights and Privacy Act of 1974” and the California Code of Regulations, Title 5, this is to inform students of their rights regarding school records. Students may request an opportunity to inspect any and all official school records, files and data related to them and are classified as Student Records. Records will be available for such review at any mutually convenient time during regular working hours. If information in the file is inaccurate, misleading or inappropriate, students may request removal of the information or include a statement disputing the material which is challenged.

In addition, the law provides that except in those cases specifically indicated as exceptions, no individual, agency or organization shall have access to individual student records without the student’s written consent. Those portions considered as exceptions are as follows:

1. School officials within the District with “legitimate educational interest.” The criteria used to determine “legitimate educational interest” is “need to know.” The following categories have been determined by this criteria to have “legitimate educational interest:”
 - a. Instructional staff when such information will assist such staff in determining or improving the academic competence of students under their jurisdiction;
 - b. Counseling staff when such information will assist the student in achieving their personal, academic, or vocational goals or in understanding the following prescribed college/District regulations;
 - c. Classified staff who are involved in the creation, analysis, distribution, correction, compilation or processing of student records;
 - d. Management or supervisory staff when such information is directly related to the successful completion of management or supervisory duties, as prescribed by the Board of Trustees; and/or
 - e. Board of Trustees, in appropriate disciplinary cases.
2. Specified federal and state educational officials;
3. State and local officials to the extent that such information is required to be reported pursuant to state law adopted prior to November 18, 1974;
4. Schools or colleges of intended enrollment provided that the student has been notified and given the opportunity to challenge the content;
5. Organizations conducting studies for the District;

6. Persons in connection with an emergency;
7. Agencies in connection with financial aid; and
8. Court officials pursuant to a court order or subpoena provided the college/campus makes a reasonable effort to notify the student in advance of such compliance.

Student records will normally include documents filed for admission to the college or campus, grade reports, permanent records of academic work completed, transcripts received from other schools and colleges attended, test scores, counseling information and correspondence, and petitions related to student. These documents will normally include but not be limited to name, address, telephone, birth date, residence classification, gender, past and current enrollment academic and attendance status, educational benefits, ethnic background, high school graduation, courses enrolled, college or campus major and identification number.

Information which cannot be classified as student records, however, are as follows:

1. Information provided by the parents of the student in connection with financial aid;
2. Confidential letters of recommendation on file prior to January 1, 1975;
3. Information maintained by a District official or employee which remains in their sole possession;
4. Information about the student maintained by a physician, psychiatrist, psychologist or other professional or paraprofessional acting in their professional capacity for the college/campus;
5. Information about the student maintained by college/campus law enforcement unit;
6. Information about the student maintained in the normal course of business pertaining to student's employment, if they are employed by the college/campus.

The information listed below is considered as "Directory Information" and may be released as specified unless the student notifies the official listed below within two weeks after the beginning of the semester or session that such personally identifiable information is not to be released:

1. Information related to sports activities which appears in official programs, college/District newspapers, or is released to the news media;
2. Information pertaining to graduation which appears in commencement programs, college/District newspapers, or is released to the news media;
3. Information pertaining to the receipt of awards which appears in college/District newspapers.

No other information may be considered directory information.

The college/campus will maintain a log for student records that are released which lists all persons, agencies or organizations requesting or receiving information from student records. Such log will also indicate why such information is requested. The log need not include the following:

1. Student name if they have been permitted access to their own record;
2. Persons, agencies or organizations which have received "Directory Information" as defined herein;
3. Parties which have been granted access to student records as a result of the student's written consent;
4. College/campus officials or employees having a "legitimate educational interest" in student records as defined herein. The log shall be maintained in the student file.

A student/former student shall be entitled to two free copies of the transcript of their record. Additional copies shall be made available to the student, or to an addressee designated by the student at a rate of \$5.00 per copy. Students may request special processing of a transcript for additional fees. The District will not refuse to provide a transcript of a current or former student on the grounds that the student owes a debt; condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript; charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request because a student owes a debt; or use transcript issuance as a tool for debt collection.

Students who feel that the college/campus has not complied with the provisions of the privacy act as specified herein or in the statutes, may file a complaint with the United States Secretary of Education.

The official office responsible for student records is the District Student Services office.