BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

The Superintendent/President shall ensure that student records are maintained in compliance with applicable federal and state laws relating to privacy of student records. A cumulative record of enrollment, scholarship, and educational progress will be kept for each student. Any currently enrolled or former student of the District has a right of access to any and all of his/her records maintained by the District.

The Superintendent/President 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.

No District representative shall release the contents of a student’s 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. The college catalog, schedule of classes, and Web site shall inform students of their rights with respect to student records. This information shall include the definition of directory information contained here and a statement that the student may limit the information.

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.
Directory Information

The following Directory Information may be released without student signature of approval:

- Student name
- Dates of attendance
- Major field of study
- Degrees and awards received
- Honors and dean’s list recognition

For athletic purposes, coaches and the athletic director may release:

- Student name
- Dates of attendance
- Most recent previous school attended
- Major Field of Study
- Participation in officially recognized sports
- Height and weight of athletic team members
- High school of graduation of athletic team members
- Athletic awards

Students may withhold Directory Information by notifying the Director, Admissions and Records in writing. Students with directory holds are noted in the District’s computer system and their record is marked confidential. Release of confidential records to third parties or acknowledging that such students are in attendance or have had past attendance at Allan Hancock College is prohibited without the student’s written permission to do so.

In most instances all other student educational record information may not be released without written consent of the student, other than to the District’s representatives with a “need to know”. This includes: grades, social security numbers, ethnicity, ID number, academic progress, or any other non-directory information. Policies and procedures regarding Family Educational Rights and Privacy Act (FERPA) are published and available to students in the catalog and on the District’s website.

Students who wish to authorize a third party access to their records, must submit a Student Authorization to Release Information, along with a copy of their government issued photo ID, to the Admissions and Records Office.

Personally Identifiable Information

Personally identifiable information is information that would directly identify the student or make the student’s identity easily traceable. This information is inclusive of the student’s address, social security number, telephone number, class schedule, and email address. The district does not permit the release of personally identifiable information.
References: Education Code Sections 76200, et seq.; Title 5, Sections 54600, et seq.; WASC/ACCJC Accreditation Standard II.C.8; Family Educational Rights and Privacy Act (FERPA)

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(Replaces Board Policy 6910)
AP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Release of Student Records: No instructor, official, employee, or member of the Board of Trustees shall authorize access to student records to any person except under the following circumstances:

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including the right to inspect their education records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records except to the extent that FERPA authorizes disclosure without consent.

One exception permitted by FERPA is the release of Directory Information to parties outside the institution. Directory Information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed at Allan Hancock College.

The following Directory Information may be released without student signature of approval:

- Student name
- Dates of attendance
- Major field of study
- Degrees and awards received
- Honors and dean’s list recognition

For athletic purposes, coaches and the athletic director may release:

- Student name
- Dates of attendance
- Most recent previous school attended
- Major Field of Study
- Participation in officially recognized sports
• Height and weight of athletic team members
• High school of graduation of athletic team members
• Athletic awards

Students may withhold Directory Information by notifying the director of admissions and records in writing. Students with directory holds are noted in the Hancock College computer system and their record is marked confidential. Release of confidential records to third parties or acknowledging that such students are in attendance or have had past attendance at Allan Hancock College is prohibited without the student’s written permission to do so.

In most instances all other student educational record information may not be released without written consent of the student, other than to Hancock College representatives with a “need to know”. This includes: grades, social security numbers, ethnicity, ID number, academic progress, or any other non-directory information. Policies and procedures regarding FERPA are published and available to students in the catalog and on the District’s website.

Students who wish to authorize a third party access to their records, must submit a Student Authorization to Release Information, along with a copy of their government issued photo ID, to the Admissions and Records Office.

• Judicial Orders & District Requests
  Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. A lawfully issued subpoena is defined as a subpoena issued by an attorney or a judge. The district is required to make a reasonable effort to notify the student before complying with a subpoena. Subpoenas for student records must be submitted to the Director, Admissions and Records. As the custodian of records, the Director, Admissions and Records is responsible for complying with subpoenas. Student records may be released to officials and employees of the district only when they have a legitimate educational interest to inspect the record. Requests from employees to inspect student records must be made to the Director, Admissions and Records.

  Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

  Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. Requests for such records must be made in writing with a explanation as to why the official or employee is required to review the information.

• State and Federal Agencies
  Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head
of an education agency, state education officials, or their respective designees or
the United States Office of Civil Rights, where that information is necessary to audit
or evaluate a state or federally supported educational program or pursuant to
federal or state law. Exceptions are that when the collection of personally
identifiable information is specifically authorized by federal law, any data collected
by authorized federal officials shall be protected in a manner that will not permit
the personal identification of students or their parents by anyone other than those
officials; and any personally identifiable data will be destroyed when no longer
needed for that audit, evaluation, and enforcement of federal legal requirements.
Such requests may be made to the Director, Admissions and Records.

• Educational Systems
  Student records may be released to officials of other public or private schools or
  school systems, including local, county, or state correctional facilities where
  education programs are provided, where the student seeks or intends to enroll or
  is directed to enroll. The release is subject to the conditions in Education Code
  76225. Records are not released to any school or school system unless the
  student has ordered official transcripts to be sent to the school or school system.

• Financial Aid Applications
  Student records may be released to agencies or organizations in connection with
  a student's application for, or receipt of, financial aid, provided that information
  permitting the personal identification of those students may be disclosed only as
  may be necessary for those purposes as to financial aid to determine the amount
  of the financial aid, or conditions that will be imposed regarding financial aid, or to
  enforce the terms or conditions of financial aid. The Dean, Student Services, is
  responsible for the release of information pertaining to financial aid.

• Research Organizations
  Student records may be released to organizations conducting studies for, or on
  behalf of, accrediting organizations, educational agencies, or institutions for the
  purpose of developing, validating, or administering predictive tests, administering
  financial aid programs, and improving instruction, if those studies are conducted in
  such a manner as will not permit the personal identification of students or their
  parents by persons other than representatives of those organizations; and the
  information will be destroyed when no longer needed for the purpose for which it
  is conducted.

• Emergencies
  Student records may be released to appropriate persons in connection with an
  emergency if the knowledge of that information is necessary to protect the health
  or safety of a student or other persons, subject to applicable federal or state law.
  The Chief of Police is responsible for releasing student records in the event of an
  emergency.
• **Military Recruitment**
Student information shall be released to the federal military for the purposes of federal military recruitment. Student information that may be released includes the students' names, addresses, telephone listings, dates and places of birth, levels of education, major(s), degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students. In cooperation with the Solomon Act, recruiters may make their request in writing to the director, Admissions and Records.

**Charge for Transcripts or Verifications of Student Records**
A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of $7.00 per copy. Students may request special processing of a transcript.

**Electronic Transcripts**
The District has established a process for the receipt and transmission of electronic student transcripts from other institutions.

**Use of Social Security Numbers**
The District shall not do any of the following:
- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his/her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his/her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
  - Application or enrollment purposes;
  - To establish, amend, or terminate an account, contract, or policy; or
  - To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:
- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he/she has the right to stop the use of his/her social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
• No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

References:  Education Code Sections 71091 and 76200 et. seq.
Title 5, Sections 54600 et seq.
U.S. Patriot Act
Civil Code Section 1798.85
WASC/ACCJC Accreditation Standard II.C.8
Family Educational Rights and Privacy Act (FERPA)

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(Replaces Administrative Procedure 6910.01)