



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY
Number	BP 5040
Status	Active
Legal	California Education Code, Sections 76200 et seq. Title 5, Sections 54600 et seq.
Adopted	November 3, 2009
Last Reviewed	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:

- 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 may include: student's name; address; telephone number; date of birth; major field of study; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; 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](#).