



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 - Student Services

AP 3001.1 - STUDENT RECORDS, RELEASE, CORRECTION AND CHALLENGE

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 him/her classified as Student Records. They 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 their 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 his/her 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;
 - 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;
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 his/her sole possession;
4. Information about the student maintained by a physician, psychiatrist, psychologist or other professional or paraprofessional acting in his/her 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 he/she is 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 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 he/she has been permitted access to their own record;
2. Persons, agencies or organizations which have received "Directory Information" as defined above;
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 above. The location of the log is the student folder or the microfilm/imaged update file.

Students may receive a copy of their student academic record; a charge of \$5.00 per record will be assessed. No charge however will be made for the first two copies of the record.

Students who feel that this 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 responsible for student records at this college/campus is name and title.