

**CHAPTER 5: STUDENT SERVICES  
BOARD POLICY NO. 5040**

**BOARD POLICY  
SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT**

**Subject: Student Records, Directory Information, and Privacy**

**Adoption Date:  
8/05/1992**

**Revision Date(s):  
1/11/1994**

8/5/2008

11/3/2015

**Review Date(s):  
11/5/2013**

**Policy Reference: Education Code 76200, et seq.;  
Title 5, Section 54600, et seq.  
20 U.S. Code Section 1232g(i);  
ACCJC Accreditation Standard II.C.8**

\*\*\*\*\*

The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

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.

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 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:

1. Student name and address
2. Student schedule of classes
3. Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
4. Degrees and awards received by students, including honors, scholarship awards, athletic awards, and President's and Dean's List recognition.

**See Administrative Procedures 5040 and 5045**