

**CITRUS COMMUNITY COLLEGE DISTRICT  
STUDENT SERVICES**

**BP 5040      STUDENT RECORDS, DIRECTORY INFORMATION, AND  
PRIVACY**

References:      Education Code Sections 76200 et seq.; Title 5 Sections 54600 et seq.

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 students of the District have a right of access to all student records relating to the individual student, 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 including the following items may be released on a limited basis:

- Name
- Dates of attendance
- 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.

See Administrative Procedure 5040 Student Records Directory Information and Privacy.

Board Approved                      07/21/09  
Revised                                      05/05/15  
Desk Review-no changes      05/12/16