

Student Services

BP 5040 STUDENT RECORDS AND DIRECTORY INFORMATION**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 state and federal laws relating to the privacy of student records.

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 state and federal 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:

- Name
- Address
- Telephone listing
- Date and place of birth
- Level of education
- Academic majors
- Most recent educational institution enrolled by the student
- 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.

The Solomon Amendment to Family Educational Rights Protection Act (FERPA) requires the District, upon request, to provide "student recruiting information" on any currently enrolled student who is at least 17 years of age to any branch of the armed services. "Student recruiting information" is defined by federal law as name, address, telephone numbers, age or date of birth, class level, degrees received, major, most recent educational institution attended. The District will not release student recruiting information to military recruiters for those students who request that directory information not be released. The District shall establish procedures for students requesting to have their directory information withheld.

Also see BP/AP 3300 titled Public Records

Date Adopted: December 13, 2011
(Replaces College of Marin Policy 4.0021)