



Book	Siskiyou Joint Community College District Board Policies
Section	Chapter 5: Student Services
Title	Student Records, Directory Information, and Privacy
Code	BP 5040
Status	Active
Legal	ACCJC Accreditation Standard II.C.8 20 US Code Section 1232g(i) Title 5, Section 54600, et seq. Education Code 66271.4 et seq. Education Code 76200, et seq
Cross References	AP 5040 AP 5045
Adopted	August 5, 1992
Last Revised	December 6, 2023
Last Reviewed	November 5, 2013
Prior Revised Dates	01/11/1994, 08/05/2008, 11/3/2015
Origin	Vice President, Student Services
Office	Admissions and Records

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. The Superintendent/President shall implement a system by which current students can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon the request of a current student, the District shall update any records for the student to include the affirmed name, gender, or both name and gender identification. The

records that shall be updated include but are not limited to District-issued email addresses, student identification cards, class rosters, transcripts, diplomas, certificates of completion of courses, or similar records. Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to transcripts or a diploma.

The District cannot require a current student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's affirmed name listed on the student's records.

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

NOTE: This is an extremely limited definition of "directory information." Both state and federal laws permit the Board to adopt a definition of "directory information" that includes any of the following: name, address, telephone number, date and place of birth, major field of study, 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, dates of attendance, and the most recent public or private school attended by the student. Such an expansive definition of "directory information" is no longer recommended out of concern for both the family privacy and the safety of students. Applicable law does not give the District discretion to use a more expansive definition of directory information on a selective basis, e.g., in order to make such data available to potential vendors.