



# **ADMINISTRATIVE** **PROCEDURE**

**5040**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **STUDENT RECORDS, DIRECTORY** **INFORMATION, AND PRIVACY**

Students will be notified of their FERPA rights annually by publication in the College Catalog and by email. Questions regarding annual notification can be directed to the Admissions & Records Office.

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

### **Inspection and Review of Student Records**

All currently enrolled or former students have a right to inspect and review all student records relating to them. "Student record" is defined according to the Family Educational Rights and Privacy Act (FERPA). To access any student documentation, students must file a letter of request with the Admissions & Records Office. Access shall be granted no later than 45 days following the date the written request is received. Within the 45 days, the student will be notified of the location of all official student records if not centrally located and qualified personnel will be made available to interpret records where appropriate. At that time, the student must present appropriate identification verifying the student's identity.

### **Release of Student Records**

The District may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released. Students can provide written consent by completing the FERPA Authorization Release of Student Records form located on the College of the Desert website.

The District may not permit access to student records to any person without the written consent of the student or under judicial order from a court with jurisdiction over the District except:

1. To officials and employees of the District who have a legitimate educational interest to inspect a record. A school official is:
  - A person employed by the District in an administrative, supervisory, academic, research, support staff, District Public Safety staff, or Student Health and Wellness staff.
  - A person elected to the Board of Trustees.
  - A student government officer conducting student elections.
  - A person employed by or a company with which the District has contracted to perform a special task, such as an attorney, auditor, or collection agent.

School officials have a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities.

2. To officials of another school or school system, upon request, in which a student seeks, intends, or is directed to enroll, including local, county, or state correctional facilities where educational programs are provided.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the College.
7. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, and improving instruction.
8. To accrediting organizations in order to carry out their accrediting functions.
9. To comply with a judicial order or a lawfully issued subpoena from a court with jurisdiction over the District.
10. To appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons.
11. To an alleged victim of any crime of violence, or the results of an institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
12. Upon written request the following information shall be released to each branch of the federal military, no more than once a semester, for the purposes of federal military recruitment (Solomon Amendment, 1996): student names, addresses, telephone listings, dates and places of birth, levels of education, major(s), degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

#### Release of Student Directory Information

In accordance with Board Policy 5040 Student Records, Directory Information, and Privacy, Desert Community College District (DCCD) does not release student record information without the written consent of the student, except as outlined in the current college catalog. Although

DCCD adheres to this policy, the law allows the College to release student directory information, except when students have specifically requested that directory information be kept confidential. Directory information may be released by exception upon determination of the Superintendent/President or designee that such release is appropriate and not likely to put students at risk. DCCD directory information shall include:

- Name, dates of attendance, major field of study, degrees, certificates received, current enrollment status, and photographs;
- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members;
- Awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

Students who wish to change their request may do so in writing to the Admissions & Records Office.

#### Charge for Transcripts or Verifications of Student Records

A student/former student shall be entitled to two free copies of the transcript of his/her record or two free verifications of various student records. However, free requests are not available electronically and must be completed in person at the Admissions & Records counter as a 21-business day request. These orders take significantly longer to process and will be mailed within four to five (4-5) weeks. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of \$7.00 to \$25.00 per copy. Students may request special processing of a transcript.

#### Electronic Transcripts

The District has implemented a process for the receipt and transmission of electronic student transcripts to participating institutions. Fees will apply.

#### Use of Social Security Numbers

The District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his/her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his/her social security number to access an internet website without also requiring a password or unique personal identification number or other authentication device; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
  - Application or enrollment purposes;
  - To establish, amend, or terminate an account, contract, or policy; or
  - To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he/she has the right to stop the use of his/her social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

**References:**

Education Code Sections 76200 et seq.;

Title 5 Sections 54600 et seq.;

20 U.S. Code Section 1232 g(j) (U.S. Patriot Act);

Civil Code Section 1798.85;

ACCJC Accreditation Standard II.C.8

Executive Cabinet Review/Approval: March 27, 2018

College Planning Council Review/Approval, 1<sup>st</sup> Reading: April 13, 2018

College Planning Council Review/Approval, 2<sup>nd</sup> Reading: April 27, 2018

Board Meeting/Information Item: May 18, 2018

Next Review: May 2023

Administrator: VP Student Success