

## SOLANO COMMUNITY COLLEGE DISTRICT

### DIRECTORY INFORMATION

5160

**POLICY:** The Superintendent-President, or designee, 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.

Currently enrolled and former students of the District have a right to access any and all of their records 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.

The following categories of information about students are considered directory information: student's name, date and place of birth, field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards received, and high school of graduation of athletic team members. The District may limit or deny the release of specific categories of directory information based upon a determination of the best interest of students.

Directory information may be released at the discretion of the College to persons or agencies which the College deems to have legitimate reason for access to the information. To prevent disclosure, written notification by the student must be delivered personally to the Office of Admission and Records.

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Information other than directory information will not be released without the student's written consent unless the College is required to do so by law.

#### **REFERENCES/ AUTHORITY:**

California Code of Regulations, Title 5, Section 54600, et seq.

California Education Code, Section 76200, et seq.

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; November 1, 2006, January 18, 2012