

**BP 5040 Student Records, Directory Information, and Privacy**

**References:** Education Code Sections 76200 et seq.; Title 5 Sections 54600 et seq.;  
20 U.S. Code Section 1232g(j) (U.S. Patriot Act);  
ACCJC Accreditation Standards II.C.8;  
Family Educational Rights and Privacy Act (FERPA) Sections 99 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 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 federal and state laws.

Students shall annually 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:

- Student's name
- *myCuesta* student email address
- Photograph
- Major of study/program
- Degrees/Certificates and awards received by students (including honors, scholarship awards, athletics awards)
- Dates of attendance
- Level of Enrollment (number of credits)
- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- The most recent educational agency or institution attended
- Student ID number used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Approved: 8/6/2014  
Reviewed: 9/2015  
Revised: 12/2/2015