BP 5040 Student Records and Directory Information

Reference: *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 federal and state 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 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 Copper Mountain Community College District does not release student record information without the written consent of the student, except as outlined under Policy Number 5040.1. In accordance with the *Family Educational Rights and Privacy Act of 1976*, CMCCD defines Directory Information as:

1. Name
2. Electronic mail address
3. Dates of enrollment
4. Major field of study
5. Awards and degrees received
6. Participation in college activities

Students may request that Directory Information be maintained as confidential at the time of admission. Students who wish to change their initial request may do so in writing to the Office of Student Services at any time to become effective within ten (10) working days.

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BP 5040 Student Records and Directory Information

5040.1 Disclosure of Education 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.

1. Officials and employees of the district who have a legitimate educational interest to inspect a record. A school official is defined as:

   - A person employed by the district in an administrative, supervisory, academic, research, support staff, or security position;
   - A person elected to the Board of Trustees;
   - A student government officer conducting student elections; and/or
   - A person employed by or under contract to the district to perform a special task, such as the attorney or auditor.

   School officials have a legitimate educational interest if they are:

   - Performing a task that is specified in their position description or by a contract agreement;
   - Performing a task related to a student's education;
   - Performing a task related to the discipline of a student; and/or
   - Providing a service or benefit relating to the student such as counseling, job placement or financial aid.

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.

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5040.1 Disclosure of Education Records (continued)

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 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.
10. To appropriate persons in connection with an emergency if the 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 of the results of an institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

See Administrative Procedures [# 5040]

Adopted: February 10,2000
Amended: October 9, 2003