

5010. ADMINISTRATIVE REGULATIONS ON THE RELEASE OF
STUDENT INFORMATION

5010.1 Responsibility

The Dean of Admissions shall be responsible for the implementation of all regulations regarding the release of student information.

5010.2 Definitions

- A. "Student record" means any item of information directly related to an identifiable student, other than directory information, which is maintained by the District or required to be maintained by employees in the performance of their duties, whether recorded by handwriting, print, tapes, film, microfilm, or other means.
- B. "Directory information" means one or more of the following items: student's name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student.
- C. "Access" means a personal inspection and review of a record or an accurate copy of a record, or an oral description or communication of a record or an accurate copy of a record, and a request to release a copy of any record.

5010.3 Rights of Students

- A. Any currently enrolled or former students have a right of access to all student records relating to them.
- B. Waiver - Students may be requested to waive their right to access to student records devoted solely to confidential recommendations for career placement or postsecondary admissions.
- C. Challenge
 - 1. Students may file a written request with the Dean of Admissions to remove information recorded in their student records which they allege to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted. Any such challenges shall be conducted in accordance with Education Code Section 76232.

2. A student may not challenge grades assigned in courses of instruction via this section.

D. Record of Disciplinary Action

Whenever there is included in any student record information concerning any disciplinary action taken by District personnel in connection with the student, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

5010.4 Access to Student Records

- A. Consent - 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 to whom the records may be released. The recipient must be notified that the transmission of the information to others is prohibited.
- B. Access - Long Beach Community College District is not authorized to permit access to student records to any person without the written consent of the student or under judicial order except that access may be permitted to the following:
 1. Officials and employees of the District.
 2. Federal or State education officials or the county superintendent of education, or their respective designees, or the United States Office for Civil Rights to the extent mandated by law.
 3. Other State and local officials to the extent that information is specifically required to be reported pursuant to State law.
 4. Officials of other public or private schools.
 5. Appropriate persons in connection with an emergency.
 6. Agencies or organizations in connection with a student's applications for, or receipt of, financial aid with restrictions as per State law.
 7. Accrediting associations carrying out accrediting functions.
 8. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction.

- C. Court Order - Information concerning a student shall be furnished in compliance with a court order.
- D. Subpoena - The service of a subpoena upon a District employee for the purpose of producing a student record may be complied with by submitting a certified copy of all records requested. The student shall be given prior notice of this action.
- E. Log - A log or record shall be maintained indicating access to student's records.
- F. Statistical Data - Nothing shall preclude the District from providing, at its discretion, statistical data on students from which no individual student may be identified.

5010.5 Privacy of Student Records

Long Beach Community College District will release student directory information for the purpose of verifying student participation in school activities and sports, dates of attendance and degrees or awards received. The weight and height of members of athletic teams may also be released. All other directory information shall not be published or released to the public.

5010.6 Notice to Students

Students shall be advised of their rights regarding student records in the Schedule of Classes during each enrollment and on an annual basis in the Long Beach City College catalog. Appropriate administrative regulations and procedures shall be communicated to them at that time.

5010.7 Miscellaneous

- A. Financial Charges - The District may assess a reasonable charge for furnishing copies of any student record.
- B. Transfer of Student Records - Provided that there are no holds placed on records due to outstanding indebtedness or other factors, the District, upon the written request of a student, or another institution, shall transfer validated copies of all educational records to the designated institution.