
Board Policy
Chapter 5 – Student Services

**BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND
PRIVACY**

References:

Education Code Section 66271.4 et seq.
and 76200 et seq.;
Title 5 Sections 54600
20 U.S. Code Section 1232g subdivision (j);
ACCJC Accreditation Standard II.C.8

The Long Beach Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the students' rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records during regular office hours shall be adopted by the District in accordance with State law.

The District shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The District 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/her/them maintained by the District. The District shall implement a system by which current students can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon the request of a current student, the District shall update any records for the student to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses, student identification cards, class rosters, transcripts, diplomas, certificates of completion of courses, or similar records. Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to transcripts or a diploma.

The District cannot require a current student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's affirmed name listed on the student's records.

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.

Directory information may include:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members
- Degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition
- Dates of attendance
- Most recent public or private school attended

Also see BP/AP 3310 Records Retention and Destruction; AP 5040 Student Records, Directory Information, and Privacy; and AP 5045 Student Records – Challenging Content and Access Log.

Adopted: January 3, 1977

Revised: March 12, 1991; August 25, 2021; June 21, 2023; January 24, 2024