Student Records, Directory Information and Privacy

Date Adopted: 7/9/1985
Date Revised: 12/11/2018
Date Reviewed: 12/11/2018
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 Standard II.C.8

The Admissions and Records Office 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.

Directory information includes:

- 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.
- Name
- Dates of attendance

By local option, Sierra College will release names and dates of attendance only. Limitations to the release of such information shall be identified in the accompanying administrative procedure.

See Administrative Procedure 5040.