

Student Records - Challenging Content and Access to Records

Date Adopted:	1/13/2004
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Date Reviewed:	4/4/2025
References:	Education Code Sections 76222 and 76232; Title 5 Section 54630

Challenging Content

Any student may file a written request with the Admissions and Records Office to correct or remove information recorded in their student records that the student alleges 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.

Within 30 days of receipt of the request, the Admissions and Records Office shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The Admissions and Records Office shall then sustain or deny the allegations.

If the Admissions and Records Office sustains any or all of the allegations, they shall order the correction or removal and destruction of the information. If the Admissions and Records Office denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the Chief Student Services Officer.

Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations, it shall order the Superintendent/President or designee, to immediately correct or remove and destroy the information. The decision of the Board of Trustees shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of their objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever a student record contains information concerning a disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record, information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

Access to Records

When a person, agency, or organization requests and receives authorized access to a student's record, their access and reasons for granting access will be documented and become part of the student's official record.

Access to records will not be documented or required for any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest.

Student records shall be open to inspection only by the student and the Admissions and Records Office and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.