



**BP 5040 Student Records, Directory Information, and Privacy**

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.

The Superintendent/President 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 Superintendent/President 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.

Commencing with the 2023-24 graduating class, a graduating student may request the District confer the diploma in the student's chosen name. The District cannot require a current ~~graduating~~ student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's ~~chosen~~ affirmed name listed on the student's diploma 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 shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees, certificates, and awards received by students, including honors, scholarship awards, athletic awards and academic recognition and Deans List recognition.

The Superintendent/President shall establish procedures regarding student records and directory information.

**Reference:**

Education Code Sections 66271.4 and 76200 et seq.; Title 5, Sections 54600 et seq.;  
20 U.S. Code Section 1232g subdivision (j); Accreditation Standard II.C.8  
See Administrative Procedures: 5040 and 5045