ADMINISTRATIVE PROCEDURE 5040

SEQUOIAS CCD Student Services

STUDENT RECORDS AND DIRECTORY INFORMATION

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student. The Custodian of Records (~~Dean, Student Services~~ **Director of** – Admissions and Records) is responsible for defining and interpreting procedures and ensuring state and federal law and College policies are followed.

Collection and Retention of Student Information

The Sequoias Community College District ~~District~~ shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution's benefit programs.

Admissions & Records shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

The District will provide students and families with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.

The District will provide students an opportunity to opt out of disclosure of directory information. Notices must describe the following:

· The kind of information that the school has identified as directory information

- **The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;**
- **· The period of time in which the eligible student has to notify the school in writing that he/she/they does not want the information designated as directory information; and**
- **· That opting out by the noted deadline is the students' only way to prevent the release of directory information.**

Any sensitive information, such as a student's, parent's, or guardian's SSN, any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, should be maintained only for as long as necessary.

If the District possesses information that could indicate immigration status or citizenship status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.

Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.

The District shall not create a list of student names linked with immigration status.

District police or security departments shall not inquire into an individual's immigration status for immigration enforcement purposes.

District police or security departments shall not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purpose

Release of Student Records

No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:

1. Student records shall be released pursuant to a student's written consent and in accordance with Board Policy and Administrative Procedure 5035. Official transcripts can be requested through a student's college web portal or via a signed, written request in the Admissions & Records office. Requests for education records other than transcripts must be submitted in writing to and authorized by the District's Custodian of Records or designee.

2. Directory Information may be released in accordance with the definitions in the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended.
   Definition of Directory Information
   - Directory information includes:
     - Name
     - Address
     - Telephone number
     - Date of birth
     - High School of Graduation
     - Major field of study
     - Student participation in officially recognized activities and sports
     - 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 by the student~~

3. Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. The student will be notified via email that the judicial order or subpoena has been received. Subpoena requests are referred to the District's Custodian of Records who contacts pertinent offices for information to be routed through that office. The District shall comply with the subpoena after eight (8) days provided that no quash has been issued. Student records shall be released pursuant to a properly executed federal judicial order. All requests for student education records pursuant to a judicial order or a lawfully issued subpoena shall be submitted to the District's Custodian of Records or designee. Student records shall be released pursuant to a judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

4. Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. District officials or employees who do not normally have access to student education records in the regular course of their position duties must obtain authorization from the college's Custodian of Records or designee.

5. **Students may request to inspect and review his/her/their student records. The District will grant a request to inspect and review student records during regular school hours no later than 15 working days following the date of the request**

6. Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. Refer to Administrative Procedure 3310.

7. Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code 76225. District's Custodian of Records or designee oversees and maintains local procedures.

8.Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. The District's Custodian of Records or designee oversees and maintains local procedures.

9.Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administrating predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. The District's Custodian of Records or designee oversees and maintains local procedures. The District considers all research involving ~~the use of~~ human **subjects** or data maintained by the District as being subject to federal regulations regardless of the type of research being performed or the source of funding. ~~Here~~ **In this context,** research means a systematic investigation,

including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge (per 45 Code of Federal Regulations 46.) It is the responsibility of the COS Institutional Review Board (COS IRB) to evaluate each research proposal in terms of ethical standards. **Refer to** AP/BP 3290 **Human Subjects Research**.

10. Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.

11. The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, **COS e-mail addresses (2021 National Defense Authorization)** telephone listings, dates and places of birth, levels of education, **academic major,** degrees received, ~~prior military experience~~, and/or the most recent previous educational institutions enrolled in by the students.

Charge for Transcripts or Verifications of Enrollment

A student/former student shall be entitled to two free copies of the transcript of his/her record and two free verifications of enrollment. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of $6.00 per copy for official transcripts and $2.00 per verification of enrollment.

Electronic Transcripts

The District has created a procedure to implement a process for the receipt and transmission of electronic official student transcripts contingent upon receipt of sufficient payment from the student.

Use of Social Security Numbers

The District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his/her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his/her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
    - Application or enrollment purposes;
    - To establish, amend, or terminate an account, contract, or policy; or
    - To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he/she has the right to stop the use of his/her social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a

manner otherwise prohibited upon a written request by that individual;

- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

Reference: Educ. Code Section 76200 et seq.; Title 5, 54600 et seq.; U.S. Patriot Act
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