

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Release of Student Records

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

- A. Student records in the form of a transcript shall be released pursuant to a student's written or verified electronic consent. Students shall submit a signed transcript request to the Admissions and Records Office indicating the number of transcripts requested and destination. Students may submit an electronic transcript request whereby the identity of the requestor is verified through a series of questions and responses and validation of the payer. If identity cannot be verified electronically, the student's written signature will be required by the transcript-processing vendor prior to release of the academic record.
- B. Directory information may be released in accordance with the definitions in Board Policy 5040. Requests for release of directory information shall be submitted to the director of admissions and records or the dean of admissions and student support for approval or denial. The district reserves the right to deny any such requests. Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. Subpoenas shall be submitted to the Admissions and Records Office. The subpoenas shall be reviewed to determine the type of records requested and the appropriate office of retention of such records. Retrieval of records from college departments and offices shall be organized by Admissions and Records staff. The director of admissions and records shall review the subpoena and gathered documents and, when required, prepare a declaration of records as submitted in order to comply with the subpoena. The district will make a reasonable effort to notify the eligible student of the order or subpoena in advance of compliance so that the eligible student may seek protective action, unless the disclosure is prohibited by regulation.

MiraCosta Community College District

Page 1 of 4

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References:	Education Code §§66093.3, 71091, and 76200 et seq. Title 5 §§54600 et seq. 20 U.S. Code §1232g(j) (U.S. Patriot Act) Civil Code §1798.85 ACCJC Accreditation Standard II.C.8
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- C. Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- D. Student records may be released to officials and employees of the district only when they have a legitimate educational interest to inspect the record. The supervisor of an employee who requires access to student records as part of their normal course of duties shall submit an access-to-records request as part of the hiring process. The employee shall be required to sign a confidentiality form to ensure compliance with privacy laws. Non-routine requests for access to student records shall be submitted to the director of admissions and records or the dean of admissions and student support, who shall review the request for appropriate use, approve or deny the requests, and provide direction regarding proper disposal of records after use.
- E. 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, when 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. Requests shall be submitted to the director of institutional research who in conjunction with the director of admissions and records shall monitor the retrieval and distribution of such records.
- F. 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, when the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code section 76225. Requests shall be submitted to the dean of research, planning, and institutional effectiveness who in conjunction with the director of admissions and records, shall monitor the retrieval and distribution of such records.
- G. 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, conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. Requests shall be submitted to the director of financial aid who shall monitor the retrieval and distribution of such records.
- H. 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 administering 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. Requests shall be submitted to the dean of research, planning, and institutional effectiveness, who in conjunction with the director of admissions and records shall monitor the retrieval and distribution of such records.

- I. 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. Requests under this procedure shall be submitted to the director of admissions and records, the dean of admissions and student support, grievance officers at San Elijo Campus and the Community Learning Center, or the vice president of student services, who shall review the request for appropriate use, approve or deny the requests, and provide direction regarding proper disposal of records after use.
- J. The following information shall be released to the federal military for the purposes of federal military recruitment: student name, address, telephone listing, date of birth, level of education, degree received, prior military experience, enrollment status, and major.

Charge for Transcripts or Verifications of Student Records

A student/former student shall be entitled to two free copies of the transcript record or to two free verifications of various student records. Additional copies shall be made available to the student or to an addressee designated by them at the rate of five dollars per copy. Students may request special processing of a transcript.

Use of Social Security Numbers

Effective January 1, 2007, the district shall not do any of the following:

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

- A. The use of the social security number is continuous.
- B. The individual is provided an annual disclosure that informs the individual they have the right to stop the use of their social security number in a manner otherwise prohibited.
- C. MiraCosta Community College 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.
- D. No fee shall be charged for implementing this request, and the district shall not deny services to an individual for making such a request.

Collection and Retention of Student Information

The 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.

The Admissions and Records Office 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 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 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 purposes.