

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT POLICY MANUAL

Title: STUDENT RECORDS	Number: 5.04
Legal Authority: Public Law 93-380 California Education Code Sections 76200 et seq. Title 5, CCR, Sections 54600 et seq.	Page: 1 of 21

The access to student records, as well as the inspection, revision, and handling thereof, shall be governed by applicable laws as well as District regulations.

In maintaining student records with the appropriate degree of privacy, the following information shall be considered “directory information”: directory information means one or more of the following items: student’s name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student.

The College may establish a reasonable charge for copying student records as is legally allowed.

Approved by District Board of Trustees Date: 06/22/76	Authenticated By Chancellor Date: 02/09/00
	Revision Number: 2 Date: 06/23/94