

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURES MANUAL**

<b>Title:</b> <b>STUDENT INFORMATION RELATING TO IMMIGRATION</b>	<b>Number:</b> <b>AP 5.041</b>
<b>Legal Authority:</b> <b>Education Code Section 70902</b>	

- A. The District will provide students an opportunity to opt-out of the disclosure of directory information. Notices must describe the following:
1. The kind of information that the school has identified as directory information;
  2. The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;
  3. The period in which the eligible student has to notify the school in writing that they do not want the information designated as directory information; and
  4. The opting out by the noted deadline is the student's only way to prevent the release of directory information.
- B. If the District possesses information that could indicate immigration status or citizenship status, the College shall not consider the acquired information in making admission decisions or when providing access to educational programs.
- C. If an officer requests access to student records, the General Counsel shall be notified immediately.
- D. In addition to notifying the General Counsel, or another administrator if General Counsel is unavailable the District personnel shall take the following action steps in response to an officer other than campus police requesting access to student records:
1. Ask for the officer's name, identification number, and agency affiliation;
  2. Record or copy this information;
  3. Ask a copy of any warrants;
  4. Inform the officer that you are not obstructing their efforts but that you need to contact a campus administrator or the general counsel for assistance.
- E. The District police shall not provide personal information about an individual for immigration enforcement purposes, unless that information is publicly available, or required by court order or a judicial warrant. "Personal information" is defined as any information that identifies or describes an individual, and includes but is not limited to, a student's physical description, home or work address, telephone number, education, financial matters, medical or employment history, and statements made by, or attributed to the individual.
- F. Unless the District opting-out with a judicial subpoena or court order that by its terms prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order by FERPA.

5/28/2020