



# BOARD POLICY

No. 506

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## STUDENT RECORDS

Mendocino College recognizes that both law and the educational interest of students require the collection of appropriate and accurate data which is necessary for the effective performance of those working for the student's educational welfare.

"Student record" means any item of information directly related to an identifiable student, other than directory information, which is maintained by a community college or required to be maintained by any employee in the performance of his or her duties, whether recorded by handwriting, print, tapes, film, microfilm or other means.

Only that data and information shall be collected which is necessary to assist the student's educational progress through the College.

Student records shall be kept accurately and secured safely.

No record shall be maintained which is not required by law or continues to be educationally relevant to the student's progress.

Any student may challenge the content of his or her student records pursuant to Education Code Section 76232. The decision of the chief administrative officer and governing board must be in writing.

Access to student records shall be limited to those having a legitimate educational interest in the student's welfare and shall be in accordance with law.

The President shall monitor the process for the development of procedures for the collection, maintenance and release of student records to implement this policy.

Education Code 76200-76246

Title 5: 54600, 54630

Public Law: 107-56, 93-380

Adopted: December 19, 1978

Revised: August 7, 2002