



STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

The Mendocino Lake Community College District shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records. The District will establish and maintain information on students relevant to admissions, registration, academic history, career, student benefits services, extra-curricular activities, counseling and guidance, discipline or matters relating to student conduct and shall establish and maintain such other information as is required by law.

Custodian of Records:

The Superintendent-President or designee shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

Records Safeguards:

The Superintendent-President or designee may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Student Access to Records:

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

Release of Student Records:

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Notification of Student Rights:

Students shall be notified of their rights with respect to student records, including the definition of directory information defined below, and that they may limit the information.

Directory Information:

Federal and State laws provide that the college may release certain types of "Directory Information" unless the student submits a request, in writing to the Registrar that certain or all such information is not be released without his/her consent. Directory information shall include:

- a. Student's name and dates of attendance;
- b. Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members;
- c. Degrees and awards received, including honors, scholarship awards, athletic awards and, Dean's List recognition.

References: Education Code 76200 et seq;
Title 5 Sections 54600 et seq;
U.S. Code Section 1232g(j);
ACCJC Accreditation Standard II.C.8

Adopted: December 19, 1978
Revised: August 7, 2002
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