
Pasadena Area Community College District
Administrative Procedure
Chapter 5 – Student Services

**AP 5040 STUDENT RECORDS, DIRECTORY INFORMATION,
PRIVACY, AND ACCESS LOG**

References:

Education Code Sections 71091 and 76200 et seq.;
Title 5 Sections 54600 et seq.;
U.S. Patriot Act;
Civil Code Section 1798.85
ACCJC Standard II.C.8

1. Student Cumulative Record
A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.
2. Release of Student Records
No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:
 - a. Student records shall be released pursuant to a student's written consent or request. The student must submit, in person, a written letter to the office of Admissions and Records.
 - b. Directory information may be released in accordance with the definitions in Board Policy 5040. Such information will be made available by the Admissions and Records Office, in a verbal or written format based on the modality of the request.
 - c. Student records shall be released pursuant to a lawfully issued subpoena. Immediately upon receipt of a subpoena, the Records Office will issue a letter to the student for whom records are being requested, giving the student fifteen days to obtain a quash of the subpoena. Once the 15 days have passed, and no quash has been issued, the records requested per the subpoena will be released.
 - d. Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning terrorism.
 - e. Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. Such records are released based on an in-person request after which the identity of the person making the request has been verified by a college staff member.
 - f. 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, where 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.

- g. 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, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code 76225.
- h. 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 may be necessary for those purposes for financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.
- i. 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.
- j. 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.
- k. The following information shall be released to the federal military for the purpose of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.
- l. The Associate Dean, Admissions and Records (A & R) and the A & R staff are responsible for releasing records under appropriate circumstances as listed above in a. through k.

3. Charge for Transcripts or Verifications of Student Records

A student/former student shall be entitled to two free copies of the transcript of his/her 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 him/her, at the rate of \$3.00 per copy. Students may request special processing of a transcript.

4. Use of Social Security Numbers (SSN)

The District shall not do any of the following:

- a. Require the student to submit a SSN when applying for admission to Pasadena City College. The exceptions are students wishing to apply for financial aid since the Federal Government requires the use of the SSN for financial purposes.
- b. Publicly post or publicly display an individual's social security number;
- c. Print an individual's social security number on a card required to access products or services.
- d. Require an individual to transmit his or her social security number over the internet using a connection that is not secured or encrypted;
- e. Require an individual to use his or her social security number to access an internet web- site without also requiring a password or unique personal identification number or other authentication devise; or

- f. Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
 - (1) application or enrollment purposes;
 - (2) to establish, amend, or terminate an account, contract, or policy; or
 - (3) to confirm the accuracy of the social security number.
- 5. Student Identification Number/LancerCard ID
 - a. Each student, upon admission to the college, will be assigned a student ID number which will appear on the student ID card.
 - b. The student ID number will be used in place of the social security number on any college-generated documents with the exception of any documents generated for internal use for financial aid purposes.
- 6. Access Log
 - a. A log/record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:
 - (1) students seeking access to their own records;
 - (2) parties to whom directory information is released;
 - (3) parties for whom written consent has been executed by the student;
 - (4) officials or employees having a legitimate educational interest.
 - b. The log or record shall be open to inspection only by the student and the Associate Dean, Admissions and Records or designated Records staff member, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

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