



**BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION,
AND PRIVACY**

References:

- Education Code Sections 66093.3, 66271.4 and 76200 et seq.;
- Title 5 Sections 54600 et seq.;
- 20 U.S. Code Section 1232g; 34 C.F.R. Part 99.3
- ACCJC Accreditation Standard 2

Student Records are those defined in Education Code Section 76210. The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) relating to the privacy of student records.

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

Except as provided in BP 5035 Withholding of Student Records, any currently enrolled or former student of the District has a right of access to any and all student records relating to them maintained by the District. The Superintendent/President shall implement a system by which current students can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon the request of a current student, the District shall update any records for the student to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses, student identification cards, class rosters, unofficial or official transcripts, diplomas, certificates of completion of courses, or similar records. Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to transcripts or a diploma conferred by the institution

The District cannot require a current student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's chosen name listed on the student's records.



The District may use a student's gender or legal name as indicated in a government-issued identification document only if it is necessary to meet a legally mandated obligation, but otherwise shall identify the student in accordance with the student's gender identity and affirmed name.

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.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may opt out of having directory information released. Pursuant to Education Code Section 76240(b), the District may limit or deny the release of specific categories of directory information based upon a determination of the best interests of a student or students.

Directory Information

The District has defined the following as "directory information":

- Name
- Major field of study
- Participation in officially recognized activities and intercollegiate athletics
- For students who participate in intercollegiate athletics, Directory Information may include name, photograph, weight, height, and high school of attendance
- Dates of attendance, including verification of current enrollment and for purposes of athletic eligibility
- The most recent educational agency or institution attended, including high school
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and President's Honor Roll recognition
- Names of student officers and student participation on District committee(s)
- The email addresses assigned by the District as necessary to conduct the business of the college.

Students may consent to having information provided to the Santa Barbara City College Foundation for the purposes of determining SBCC Promise eligibility, SBCC Foundation Scholarships, and SBCC Foundation Alumni outreach and engagement and for communications to further support SBCC's educational and community missions.



Students have the right to inspect and review their education records and to seek to amend incorrect education records. Also see AP 5040 Student Records, Directory Information, and Privacy; and AP 5045 Student Records: Challenging Content and Access Log.

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