

The superintendent/president shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The superintendent/president 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.

Any currently enrolled or former student of the district has a right of access to any and all student records pertaining to the student that are maintained by the district.

Commencing with the 2023–24 graduating class, a graduating student may request the district confer the diploma or certificate in the student's chosen name. The district cannot require a graduating 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 diploma or certificate.

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 limit the information.

Directory information shall include:

- A. Student name, address, student identification number (SURF ID), phone number, email address, dates of attendance, and enrollment status (full-time, half-time).
- B. Student participation in officially recognized activities and sports, including weight, height, and a photograph of athletic team members.
- C. Degrees, certificates, and awards received by students, including date, major, honors, scholarship awards, athletic awards, and President's List and President's Permanent Honor Roll recognition.

See Administrative Procedures 5040.