



Book	Board Policy
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Disclosure of Student Records
Code	BP 5050
Status	Active
Legal	<a href="#">California Code of Regulations, Title 5, Sections 54600 et seq.</a> <a href="#">Education Code Sections 76200 et seq.</a> <a href="#">Public Law 93-380, Section 438 (FERPA)/20 U.S.C. Section 1232g.</a>
Adopted	March 21, 1962
Last Revised	March 11, 2013

#### I. Policy

It is the policy of the Foothill-De Anza CCD to comply with the requirements of the Federal Family Educational Rights and Privacy Act (FERPA), known as the Buckley Amendment, as well as Education Code section 76200 et seq., concerning the disclosure of student records.

#### II. Disclosure of Student Directory Information

Directory Information means those items or categories of student information defined by Education Code section 76210(b) and is information which generally would not be considered harmful or an invasion of privacy if disclosed. It includes a student's name, participation in officially recognized activities and sports, weight and height of individuals on athletic teams, dates of Foothill or De Anza College attendance, and degrees and awards received at Foothill or De Anza College.

This information may be disclosed (disclosure means to permit access to or the release, transfer, or other communication to any party by any means, including oral, written, or electronic) and may appear in public documents unless a student files a written notice not to disclose any or all of the information.

#### III. Personal Information

Personal information means any item of information directly related to an identifiable current or former student including, but not limited to, the student's name in conjunction with, a name of a student's parent or family members, an address of a student or a student's family, an email address, a personal identifier (such as a social security number or student number), driver's license number, financial account information, medical information, a list of personal characteristics, participation in special programs, or any information that would make a student's identity traceable (to locate or discover by searching).

#### IV. Furnishing Information Concerning Students

The administration will establish procedures whereby all employees will be informed and reminded regularly that they are not to furnish any personal information concerning a student to any person, agency, or organization, except as provided for in Education Code §76240, or PL 93-380 §438, 20USC§1232g.

The respective campus administrations will develop, disseminate, and implement such regulations, procedures and practices as will effect compliance with the aforementioned statutes.

[See Administrative Procedure 5050 Disclosure of Student Records](#)

Approved 3/21/62  
Amended 10/13/75, 1/4/99, 3/11/13