



Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Disclosure of Student Records
Code	AP 5050
Status	Active
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Last Revised	January 25, 2013

The Family Educational Rights and Privacy Act (FERPA, Public Law 93-380 §438) requires educational institutions: to provide access to official educational records directly related to the student; to provide an opportunity for a hearing to challenge such records on the ground that they are inaccurate, misleading, or otherwise inappropriate; to obtain the written consent of the student before releasing personally identifiable information about them from records to other than a specified list of persons and agencies; and to extend these rights to present and former students of the college.

The College Registrar is designated as the "Records Officer" as required by the Act. Education records generally include documents and information related to admissions, enrollment in classes, grades, and related academic information.

Current and former students can review their education records by completing or filing a request with the Records Officer (College Registrar). Such records will be made available immediately when possible, but in all cases within fifteen days of the written request during Admission and Records Office hours. If as a result of such an inspection, there arises a dispute over any records, the Records Officer will initiate an informal proceeding in an attempt to resolve the matter.

If the informal proceeding fails to settle the dispute, the student may file a grievance at De Anza with the Dean of Student Development and at Foothill the Dean Student Affairs and Activities who will initiate the Student Grievance process. As a part of this process a Grievance Hearing Officer will be appointed to oversee the grievance proceeding.

[See Board Policy 5050 Disclosure of Student Records](#)

Reviewed 1/4/99
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