

ARTICLE II  
DEFINITIONS

5200. COMMUNICATIONS. The Los Angeles Community College District shall inform the public, through the mass communications media, of the philosophy, functions, activities, organizational programs and events of the District. The term "communications" refers to the dissemination of such information, whether such communications are curricular or public relations in nature.

Adopted 01-20-70

5201. PUBLIC INFORMATION. Records maintained by the District which do not contain privileged or confidential information must by law be released to the public and representatives of mass communication media.

5201.10 Student Directory Information

- a. No student records, other than directory information, will be released without the written consent of the student concerned except as authorized by law. Directory information may include the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most previous educational agency or institution attended by the student.
- b. Directory information about any student currently attending the College may be released or withheld at the discretion of the Records Officer. Additional provisions for the release of student records are contained in Chapter VIII, Article IV, of the Board Rules.

Adopted 01-20-70  
Amended 09-24-80  
Amended 01-28-98  
Amended 10-21-98  
Amended 01-24-01

- c. The following information is confidential and may not be released without the individual's consent except as noted in paragraphs d, e, and f:
  - i. Cumulative grade reports of students
  - ii. Personnel files on individual students
  - iii. Personnel files on employees
  - iv. Student and employee addresses and/or telephone numbers

The Chancellor may designate additional categories requiring this classification subject to the ratification by the Board of Trustees.

Adopted 01-20-70  
 Amended 09-24-80  
 Amended 01-28-98  
 Amended 10-21-98  
 Amended 01-24-01

- d. Student employee records may be released in order to comply with collective bargaining agreements.
- e. The names, addresses, telephone numbers, and e-mail addresses and dates of birth of students or former students may be released to the foundation for each college for college-related activities at the discretion of the College President. Students or former students not wishing such information to be released to the foundation may notify the college in writing. Release of the information to the foundation shall be expressly conditioned upon the foundation's agreement that such information will be released in accordance with procedures adopted by the Chancellor and that information may only be released to third parties as

Adopted 01-20-70  
 Amended 09-24-80  
 Amended 01-28-98  
 Amended 10-21-98  
 Amended 06-11-08  
 Amended 03-24-10

needed to conduct foundation related activity, and will not be released to third parties for purposes of third-party private or commercial enterprise.

Adopted 01-20-70  
Amended 09-24-80  
Amended 01-28-98  
Amended 10-21-98  
Amended 06-11-08

- f. At the discretion of each College President, the names, addresses and telephone number of students from the college may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to students regarding transfer opportunities to those institutions, unless the student has indicated on his or her Directory Information Card that such information should not be released. However, release of the information shall be expressly conditioned upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.

Adopted 01-24-01