

**LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS INDEX NUMBER E-91**

REFERENCE: Board Rules 5201 and 5201.10	TOPIC: Release of Student Information to College Foundations
ISSUE DATE: October, 1998	INITIATED BY: Office of General Counsel
CHANGES: Sections, 1, 4, 6	DATE OF CHANGES: November 19, 2012

1. Pursuant to Board Rule 5201.10, the names, addresses and telephone numbers, e-mail addresses, and dates of birth of students or former students may be released to the foundation of each college for college-related activities at the discretion of the College President, unless the student has indicated in his or her Directory Information Card that such information shall not be released.
2. The release of such information is conditioned upon the foundation's agreement that the information will not be released to third parties.
3. The release of such information is also conditioned upon the foundation's agreement to follow this procedure.
4. If a foundation wishes to obtain student names, addresses and telephone numbers collected prior to January 14, 1998, and/or student e-mail addresses collected prior to June 11, 2008, and/or student dates of birth collected prior to March 24, 2010, the foundation must issue a public notice that the LACCD Board of Trustees had revised its definition of "Student Directory Information" making it possible for college foundations to access(1) as of January 14, 1998, names, addresses and telephone numbers of LACCD students or former students; (2) as of June 11, 2008, e-mail addresses of LACCD students or former students; and (3) as of March 24, 2010, dates of birth of LACCD students or former students. Students or former students will then be given the opportunity to send back a postcard to the college indicating whether or not they want their names, addresses, telephone numbers, e-mail addresses, and dates of birth released to college foundations. The notification will also state that if a student or former student does not respond to the college within 90 days of the date of the letter, the college will presume that the student or former student received sufficient notice and that they do not object to the release of his or her information to the college foundation.
5. For the purposes of this Regulation, the public notice must be a written notification (as described in Section 4) mailed to students or former students of the LACCD by a college (i.e., the addresses of students or former students may not be released to the college foundations for this purpose) at the expense of the college foundation. These mailings will be sent to the last address of record for each student or former student.

6. If a student or former student indicates that he/she does not want his/her name, address, telephone number, e-mail address, and date of birth released to a college foundation, the college may not release this information to the college foundation. If, however, the student or former student either authorizes the release of such information or does not respond within 90 days of the notification, the student's or former student's name, address, telephone number, e-mail address, and date of birth may be provided to the college foundation.