

6 Things You Should Know About Student Records

Los Rios Community College District

1. The **Family Educational Rights and Privacy Act (FERPA)**, the **State Student Records Act (Education Code, § 76200)**, and our Board policies and regulations (P/R 2265) make records that refer to students and are maintained by the college **confidential** unless there is an exception.
2. Common exceptions include student consent (signed, dated, and specifying the records, the purpose for the disclosure and to whom the records may be released), subpoena or court order.
3. FERPA and the State Student Records Act **do not** require the college to disclose records to anyone other than the student. Students have **a right** to review their records. Students who request a copy of their records are entitled to receive a copy.
4. Los Rios Police Department records, which are not shared with the college, are not subject to these rules.
5. All employees of the District/Colleges (“school officials”) may review student records where they have a legitimate educational interest—that is, a need to know.
6. Some outside contractors may be “school officials” in certain circumstances, but FERPA protections must be put into place for those contractors. Consult with the Associate Vice Chancellor of Student Services if you have questions about this issue.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR VICE PRESIDENT FOR A REFERRAL TO THE GENERAL COUNSEL’S OFFICE.