



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

## Family Educational Rights & Privacy Act – Frequently Asked Questions

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FERPA is a federal law which protects student educational records. It requires that all information identified as a student record be maintained securely and confidentially. This law also pertains to minor students attending college classes.

### 1. What is included in a “student record?”

A student record is any and all information collected and maintained by the college/district regarding a student. Student record information is available and used by employees of the District only as a part of doing business with or for the student.

### 2. What is not a student record?

Information regarding a student that is maintained by a sole employee in a personal file and not shared or intended to be shared, is not considered a student record. Information collected and stored by the College Police, is also not considered student records.

### 3. Can I release “directory information?”

There are legal provisions for releasing student information identified as “directory information” such as name, address, etc; however, **the San Diego Community College District does not identify any student information as “directory.”** Therefore we do not release directory information.

### 4. What information can I divulge to a family member?

You may not divulge any information to a family member without written consent of the student. The only exception is if the student has been charged/guilty of using drugs or alcohol and the student is under 21 years of age. This exception would be handled by the dean’s office.

No other information regarding the student may be released to anyone without a subpoena, court order or written consent of the student. A form is available for faculty to use to obtain written consent titled *Consent to Release Confidential Student Information by Faculty* form. This form is available on Faculty Web Services under the *Class Management* tab or from your dean’s office.

### 5. Am I required to speak to other individuals once the student has signed the consent form?

No, faculty are not required to speak to other individuals even if the student provides written consent. The only exception is if there is a court order or subpoena in which case the district will provide guidance.

### 6. Where can I get more information?

District Policy 3001 and procedure 3001.1 contain detailed information about the classification of a student record as well as what type of information/record can be released.