



UNIVERSITY OF CALIFORNIA

DISCLOSURE OF STUDENT RECORDS

Date _____

A request for disclosure of personally identifiable information from the student records of

(Please print student's name)

was received from

(Please print name and affiliation)

for the purpose of

(For example, prospective employment)

RECORDS NOT DISCLOSED

RECORDS DISCLOSED

on _____
(Date)

by _____
(Record Custodian)

A record of disclosures is not required for

- a) Disclosures to students of their own records. Students shall be permitted to inspect and review their student records within a reasonable period of time, but in no case longer than 45 days after receipt of the student's request;
- b) Disclosures pursuant to the written consent of a student, when the consent is specific with respect to the party or parties to whom the disclosure is to be made;
- c) Disclosures to campus officials' legitimate educational interest in the records under [Section 130.721\(a\)](#)
- d) Disclosures of directory information; or
- e) Disclosure made pursuant to court order or subpoena, and the student has been notified in advance of compliance with the order or subpoena in accordance with Section 130.721(g) of these Policies.

The record of disclosures may be inspected

- a) By the student;
- b) By the EAP official and his or her assistants who are responsible for the custody of the records; or
- c) For the purpose of auditing the record keeping procedures of EAP, by the parties authorized in, and under the conditions set forth in Sections 130.721(a) and (b).

Records exempt from inspection and review by students

There are limitations that exist on a student's right to inspect and review student records. Pursuant to the Federal Family Educational Rights and Privacy Act, the following student records are not subject to inspection and review by students:

- a) Financial records and statements of the student's parents or guardians or any information contained therein. Information from the Parents' Confidential Statement, or equivalent information, may be disclosed to the student on condition that the parent(s) or guardian(s) has signed the proper authorization.
- b) Confidential letters and statements of recommendation which were placed in a student's records prior to January 1, 1975, provided that the letters and statements are used only for the purposes for which they were specifically intended.
- c) Confidential letters and statements of recommendation which were placed in a student's records after January 1, 1975, with regard to admission, application for employment, or the receipt of an honor, if the student has waived the right to inspect and review those recommendations (see also Section 130.60).
- d) Records containing personally identifiable information about other students. If student records contain information on more than one student, students may inspect and review or be informed of only the specific information, which pertains to them, except as specified in Section 130.721(j).