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**Board Policy**  
Chapter 5 – Student Services

**BP 5040 STUDENT RECORDS OR RECORDS OF STUDENT RECORDS**

**References:**

- Education Code Section 66271.4 et seq.  
and 76200 et seq.;
- Title 5 Sections 54600
- 20 U.S. Code Section 1232g subdivision (j);
- ACCJC Accreditation Standard II.C.8

The Long Beach Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the students' rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records during regular office hours shall be adopted by the District in accordance with State law.

The District shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The District may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to transcripts or a diploma.

The District cannot require a current student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's affirmed name listed on the student's records.

