

Within 30 calendar days of receipt of such request, the Superintendent/President, or his designee, shall meet with the student and the employee who recorded the information in question, if such employee is presently employed by the District. The Superintendent/President, or his designee, shall then sustain or deny the allegations.

If any or all allegations are sustained, the Superintendent/President, or his designee, shall order the correction or removal and destruction of the information. If any or all of the allegations are denied, the student may appeal the decision in writing to the Board of Trustees within 30 calendar days of the denial.

Within 30 days of the receipt of an appeal, the Board of Trustees shall, in closed session with the student and employee who recorded the information in question, if presently employed by the District, determine whether to sustain or deny the allegation(s). If the Board sustains any or all of the allegations, it shall order the immediate correction or removal and destruction of the information. The decision of the Board shall be final.

Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Board, unless the student initiates legal proceedings relative to the disputed information within the prescribed period.

If the decision of the Board is unfavorable to students, or students accept an unfavorable decision by the Superintendent/President, they shall have the right to submit a written statement of their objections which shall become part of their student record until such time as the information to which the objection is made is corrected or removed.

District Employee Access

The District may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released.

The District may not permit access to student records to any person without the written consent of the student or under judicial order except:

1. To officials and employees of the District who have a legitimate educational interest to inspect a record.

A school official is:

- A person employed by the District in an administrative, supervisory, academic, research, support staff, or security position;
- A person elected to the Board of Trustees;
- A student government officer conducting student elections;
- A person employed by or under contract to the District to perform a special task, such as the attorney or auditor.

School officials have a legitimate educational interest if they are:

- Performing a task that is specified in their position description or by a contract agreement;
 - Performing a task related to a student's education;
 - Performing a task related to the discipline of a student;
 - Providing a service or benefit relating to the student such as health care, counseling, job placement or financial aid.
2. To officials of another school or school system, upon request, in which a student seeks, intends, or is directed to enroll, including local, county or state correctional facilities where educational programs are provided;
 3. To certain officials of the U. S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs;
 4. In connection with a student's request for, or receipt of, financial aid, as necessary to determine financial aid programs, and improving institutional financial aid programs;
 8. To accrediting organizations in order to carry out their accrediting functions;
 9. To comply with a judicial order or a lawfully issued subpoena;
 10. To appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons;
 11. To an alleged victim of any crime of violence that results in a institutional disciplinary proceeding against the alleged perpetrator of that crime, with respect to that crime;

Right to Complain to the U.S. Department of Education

Imperial Valley College students have the right to file complaints with the U. S. Department of Education concerning alleged failures by the College to comply with the Family Educational Rights and Privacy Act. Written complaints should be directed to The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605; **(202) 260-3887; FAX (202) 260-9001.**