

STUDENT RECORDS

Students may request to examine the school records pertaining to them. The school keeps the following types of records or information.

1. Original application for enrollment
2. Admission documents
3. Grades
4. Advising notes on career or academic concerns

CONFIDENTIALITY OF STUDENT RECORDS

Provisions of the Family Educational Rights and Privacy Act of 1974 will be followed regarding confidentiality of student records.

The provisions of that Act are summarized as follows:

FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of eighteen (18) or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. Students 18 or older must have a FERPA release on file for any information to be shared with a parent or other designated family member.

- Parents, under the above limitations, or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.
- Parents, under the above limitations, and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's records. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need-to-know;
 - Other schools to which a student is transferring;
 - Certain government officials in order to carry out lawful functions;
 - Appropriate parties in connection with financial aid to a student;

- Organizations doing certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, enrollment status, and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose that information about them.

Schools must notify parents and eligible students of their rights under this law. The actual means of notification (special letter, inclusion in a public school bulletin, student catalog, or newspaper article) is left to each school.

RETENTION OF RECORDS

Student records are kept in the Student Services Office, by faculty, by advisors, on electronic media, or within the student information system. A written request to look at records is required and will be acted upon within a reasonable time period, pursuant to FERPA regulations.

If a student feels that the records are inaccurate or misleading, he/she will be given an opportunity to present his/her views and facts to Student Services, and they will be noted in the student's file. Copies of a student's grades will be provided upon written request from the student, providing student is not on hold for academic or financial reasons.

HLC Criterion: 2.A

Policy History:

July 13, 2020	
January 12, 2015	March 28, 2005
January 1, 2001	March 18, 2002
	July 30, 2001

PROCEDURE: NONE