

Standard 10 Procedure to Access Student Records

Privacy

In order to obtain any record or transcript, a written consent from the student must be given with an attachment of the Transcript Release Form.

Student records and transcripts are kept and maintained in the Financial Office and stored in a locked, fire safe, filing cabinet. Executive administration, CTE, and the Financial Aid Advisor have access to the student records, all other individuals have limited access.

Preserving and Protecting Student Records

The Adult CTE administrative secretary keeps and maintains the electronic records by protecting the files via a password. Former student records are also kept on a password protected computer and a flash drive located in the school's fire safe cabinet.

Transcript Request Procedure

Students must provide written consent.

1. Request forms are located in the main office and may be picked up, or the student may call the main office and request an electronic copy of the request form.
2. The first transcript is given without charge, and students pay a nominal fee for each transcript thereafter. Payment may be made in the office or mailed to the school.
3. The student may pick up the transcript in person or direct the school to mail/fax it to a specific institution or individual.

FERPA

All staff is trained annually on FERPA laws. For additional information on this Federal Law, visit the U.S. Department of Education website:

<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>