

## Trinity Valley Community College

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Trinity Valley Community College  
107501

### STUDENT RECORDS

FJ  
(LOCAL)

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**COMPREHENSIVE SYSTEM** The College President shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for utilization by authorized school personnel.

**CUSTODIANS OF RECORDS** The registrar is custodian of all records for currently enrolled students and for all official academic records. The vice-president of instruction is custodian of academic status records. The dean of students is custodian of all other records. Address for the custodian of records shall be included in the Annual Notice of Students Rights under 20 U.S.C., 1232g.

The students and parents of students who are dependents for tax purposes shall be notified annually of the addresses of the custodians of records.

**TYPES AND LOCATIONS OF RECORDS** Each record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluation.
4. Attendance record.
5. Records of faculty, counselors, or administrative conferences with the student or pertaining to the student.
6. Disciplinary records.
7. Copies of correspondence with parents and others concerned with the student.
8. Records transferred from secondary schools and other post-secondary institutions the student has been enrolled in.
9. Records pertaining to participation in student activities including awards or recognition by the college.
10. Information relating to student participation in special programs.
11. Records of tuition and fees paid and outstanding.
12. Other records that may contribute to understanding of the student.
13. Financial aid records.

14. Records of scholastic disciplinary actions.
15. Job placement records.
16. Scholarships or other financial awards.
17. Academic awards or recognition by the college.

## REQUEST PROCEDURES

The comprehensive record shall be made available to the student. Records may be reviewed during regular school hours upon written request to the record custodian. The record custodian or designee shall be present to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and the records shall be restricted to use only in the President's, Vice-President's, dean's or counselor's office, or other restricted area designated by the record custodian. The original copy of the record or any document contained in the comprehensive record shall not be removed from the school.

## DIRECTORY INFORMATION

Directory information shall be released to any individual or organization that files a written request with the College President or designee.

Each college shall give public notice of the categories of information designated as directory information and of the period of time after such notice for a student to inform the college that any or all of the directory information should not be released without prior consent.

## ACCESS BY SCHOOL OFFICIALS

For the purposes of this policy, "school officials" shall mean any employees, Trustees, or agents of the District, as well as attorneys, consultants, and independent contractors who are retained by the District. "School officials" have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions or the student's case; compiling statistical data; or investigating or evaluating programs.

## ACCESS BY STUDENTS

If the student qualifies for financial aid and is unable to view the records during regular school hours, upon written request of the student, one copy of the record shall be provided at no charge.

## FEEES FOR COPIES

Copies of records are available at a per copy cost, payable in advance, as specified in the annual notice to students of their privacy rights.

## TRANSCRIPTS AND TRANSFERS OF RECORDS

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the student.

The District shall promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll without written consent under conditions described in FJ.

## PROCEDURE TO AMEND RECORDS

Within 15 school days of the record custodian's receipt of a request to amend records, the District shall notify the student in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten school days after the request is received.

Students shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The student shall be given a full and fair opportunity to present evidence, and at his or her own expense, may be assisted or represented at the hearing.

The student shall be notified of the decision in writing within ten school days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the student shall be informed that he has 30 school days within which to exercise his or her right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

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