

## **Policies and Regulations**

### **NEPN Code: JRA/STI**

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#### **Students**

##### **Student Records**

##### **Collection, Maintenance, Accessibility, Dissemination, Retention, and Confidentiality**

Student records are an essential part of the educational process. To serve this end, information about students as may be required by law, and considered necessary to achieve the educational goals and objectives as stated in the philosophy of Southeast Technical College, will be collected and maintained under the supervision of the certified staff. This collection, maintenance, accessibility, dissemination, retention, and confidentiality of such information will be controlled by procedures designed to enhance the primary task of Southeast Tech while protecting individual student rights and preserving the confidential nature of the various types of records.

A parent or guardian of a minor or a student may request a release of official student records to a third party by signing a written waiver. Such waiver may be revoked by the student at any time. Any revocation must be in writing.

It is the responsibility of Southeast Tech to publish annually, through the Southeast Tech Catalog/Handbook, the right of students to inspect and review their educational records. Requests for review must be made in writing to the office of the Registrar or the Vice President of Student Affairs.

Southeast Tech students are entitled:

1. To know the records that are kept;
2. To inspect and review the records or material that pertains to them;
3. To receive a response to a reasonable request for explanation and interpretation within 45 days of the request;
4. To challenge a record claimed to be inaccurate, false or misleading or otherwise in violation of the privacy or other rights of students, and to a hearing if, after review, no change is made;
5. To place a statement of rebuttal in the challenged record if no change is made;
6. To file a written complaint with the Family Policy Compliance Office, US Department of Education, 400 S. Maryland Ave, SW, Washington, DC 20202-5920, if they believe any of these rights are violated.

Public notice of Southeast Tech's intent to disclose certain student's directory information is made through Southeast Tech's Student Catalog/Handbook.

A student may refuse to be personally identified in any or all of the information categories below. Such refusal must be made in writing to the office of the Registrar or the Vice President of Student Affairs within fifteen (15) calendar days after the notice is given.

Directory information Southeast Tech will release:

1. Student's name;
2. Number of credits in which enrolled;
3. Degrees and awards received;
4. Information which denotes accomplishments or achievements,;
5. Individual and/or group photographs;
6. Dates of enrollment; and
7. Major field of study.

Legal References:

Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind Act 20 U.S.C. 7908§

Family Educational Rights and Privacy Act 20 U.S.C.§1232g;34 C.F.R. Part 99

National Defense Authorization Act for Fiscal year 2002 10 U.S.C. §503

Policy		Board Action:
adopted:	5/12/97	28784
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