

STUDENT RECORDS

FJ
(LOCAL)

COMPREHENSIVE
SYSTEM

The College President or designee shall develop and maintain a comprehensive system of student records and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner.

CUSTODIANS OF
RECORDS

The registrar is custodian of all records for currently enrolled students and for all official academic records. The instructional administrators are custodians of academic status records. Business administrators and related student affairs personnel and their respective offices are custodians of student financial records. Student affairs administrators and personnel are custodians of other student records. The custodians of records shall be included in the Annual Notice of Student Rights under 20 U.S.C. 1232g, which is listed in the College District's online catalog.

TYPES OF EDUCATION
RECORDS

Each record custodian shall be responsible for the education records of the College District. These records may include:

1. Admissions data and 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 evaluations.
4. Attendance record.
5. Records of faculty, counselors, or administrative conferences with the student or pertaining to the student.
6. Disciplinary records, including scholastic disciplinary actions.
7. Copies of correspondence with parents and others concerned with the student.
8. Records transferred from secondary schools and other post-secondary institutions in which the student has been enrolled.
9. Records pertaining to participation in student activities including academic awards or recognition by the College District.
10. Information relating to student participation in special programs.
11. Records of tuition and fees paid and outstanding.
12. Financial aid records.
13. Job placement records.
14. Scholarships or other financial awards.

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15. Records pertaining to student complaints.
16. Other records that may contribute to understanding of the student.

REQUEST
PROCEDURES

The College District shall make a student's records available to the student. The records custodian or designee shall use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular business hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times. Records to be viewed shall be restricted to use only in an area designated by the records custodian. The original copy of the record or any document contained in the comprehensive record shall not be removed from the school.

Copies of records must be requested in writing and shall be available at a per copy cost, payable in advance. Financial hardship cases shall be dealt with on an individual basis. A student may be denied copies of records if he or she fails to follow proper procedures or pay the copying charge.

DIRECTORY
INFORMATION

Directory information shall be released to a qualified individual or organization that files a written request with the College President or designee in the office of admissions and records. The list of directory information and procedures for students to withhold information shall be published online in the College District's catalog. The deadline to request directory information be withheld and not released shall be no later than the term's census date.

ACCESS

Federal law allows access to student records without the prior consent of the student in accordance with the following:

1. Officials, faculty, and staff of the College District who have a legitimate educational interest in the student's record.
2. Officials of other schools in which the student seeks admission or intends to enroll. A student may have copies of his or her records forwarded to other institutions by submitting a request with the admissions and records office.
3. Individuals who need the information in connection with a student's application or receipt of financial aid.
4. State or local officials to which educational data must be reported.

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5. Legitimate organizations (such as ACR, CEEB, or ETS) developing, validating, or administering predictive tests or student aid programs. Such data shall not be released in any identifiable form and shall be destroyed by the organization after the research has been completed.
6. Accrediting agencies.
7. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
8. In compliance with a judicial order or pursuant to any lawfully issued subpoena. The College District shall attempt to inform a student in this instance.
9. Representatives of the Comptroller General of the United States, the Secretary of Health and Human Services, the Administrative Heads of Educational Agencies, or State Education Authorities.

TRANSCRIPTS AND
TRANSFERS OF
RECORDS

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

For purposes of a student's enrollment or transfer, the College District shall promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. The College District may return an education record to the school identified as the source of the record.

PROCEDURE TO
AMEND RECORDS

The accuracy of the information in a student's records may be challenged in accordance with the following:

- Informal Review: The custodian of the record shall summarize action taken on a Request for Review of Student Record form.
- Formal Review: If the informal review does not clarify the question for accuracy or recordkeeping, the student may request a formal review. The instructional deans or the vice president of learning shall chair a committee and appoint committee members to hear challenges concerning academic records.

The vice president of student affairs shall also chair a committee and appoint committee members to hear the challenges concerning nonacademic records.