

PROCEDURE

Number: 53-08
Title: Student Record Confidentiality
Responsibility: Student Services
Original Approval Date: 00/00/0000
Last Cabinet Review: 2/19/2025
Last Revision: 2/26/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-9 Student Record Confidentiality

Other: Public Law 93-380 "Educational Amendment of 1974"

Procedure Description

I. PURPOSE

To establish a procedure governing access and disclosure to education records.

PROCEDURE

Procedure for Faculty and Staff

1. All student records will remain in the Registrar Services vault and stored in a Web-based document management system. As a user in the system, a faculty or staff member will be granted access to unique set of documents, defined by the employee's role in the organization. Administrative controls, and other imbedded features, protecting the confidentiality of student records is set and approved by the Registrar and the etrieve administrator.
2. Authorized faculty or staff may review the records as needed by submitting a written request to Registrar Services.

3. Registrar Services staff will make copies of pertinent information from permanent student files for authorized faculty and staff. All copies will be stamped "Confidential-Issued to Faculty/Staff."

4. In compliance with FERPA, it is the responsibility of faculty and staff reviewing electronic or paper copies of student records to maintain the confidentiality of student record information; thus, copies of student records issued to faculty and staff will not be given to or shared with third party.