



Access to Student Records

Written procedures for access to student coursework, testing, and records are established to protect their confidentiality, limiting access to authorized personnel only.

All student records, enrollment information, transcripts, and financial records are maintained in the Student Services & Registration/Records office and protected by Family and Educational Rights and Privacy Act (FERPA) regulations. Every current student has a file folder of documents in both the Registration office and Cashier's office. These folders contain the student's application, semester schedules showing enrollment and course information, a copy of all certificates they earn, financial information, and any other documents related to the student's education. Students may request to see their records at any time and must show identification to access their records. Post-secondary students must sign a "FERPA Release Form" for anyone other than the student to see their records. The parent/guardian of high school students may see their student's records with proper identification.

Records for students in Health Occupations programs are maintained in the appropriate program office and protected by Health Insurance Portability and Accountability Act (HIPAA) regulations. Documentation of records such as immunization, physical exam results, test scores, transfer courses, and background checks are maintained in the Practical Nursing, Respiratory Care, and Dental Assisting offices for the students in those programs.

Personal health records for all students are maintained by the Health and Wellness Department and are housed in the the school nurse's office and are protected by HIPAA regulations. These records include documentation of student disabilities, allergies, health alerts, emergency contact information, and all other pertinent health-related records.