

PROCEDURES FOR ACCESS TO STUDENT RECORDS

Career and Technical Education Tom P. Haney Technical College



Purpose

This policy establishes the procedures and protocols for collecting, maintaining, disclosing, and disposing of education records containing personally identifiable information about students. It is intended to be consistent with the disclosure provisions of the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, 34 CFR Part 99. Because this section concerns only personally identifiable information contained in students' education records, the information is not required to be disclosed under the Freedom of Information Act.

Who has access to student education records?

The maintenance of official files and student records is the responsibility of the Student Services staff. All additions to a student's file of transcripts and/or changes in program or class schedule are handled by the Student Services Department.

The Student Services staff controls access to the file room and prevents unauthorized persons from entering. School officials who have access to the files are the director/administrators of Tom P. Haney Technical College, the financial aid director, records clerks, school counselors, career specialist, bookkeepers, and the Financial Aid Office and Student Services staff. "School officials" are any person employed by the college in an administrative, supervisory, academic, research, or support staff position. A "school official" has a "legitimate educational interest" whenever he or she is performing a task that is specified in his or her position or by a contract agreement in support of the student's education.

The permanent student records are stored in locking, fireproof cabinets, and are secured at the end of each day. Tom P. Haney Technical College strictly adheres to the district's policy on confidentiality of records. In order to maintain confidentiality of records, students are required to sign a form for the release of transcripts to employers, family members (if students are over the age of 18), or other educational institutions. Upon request, students may review their files in the Student Services Office.

The official student record is housed in the Student Information System using Focus School Software (FOCUS), which serves as the official record for all student and course information. The school follows the guidelines of Bay District Schools when accessing Focus School Software,

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the online Student Information System. Focus limits access to student records based on the individual's specific job title/description and "legitimate educational interest." When a student registers for a program or class, registration data is entered online (via transfer of online application data or via data input) into Focus. A backup manual process is in place in case the mainframe is not available.

All information (written or oral) that a student and/or family reveals in the process of seeking assistance is confidential. Access to this information is restricted. Application materials become the property of Tom P. Haney Technical College upon submission and are maintained in the student's file. Student records are kept private following the Family Educational Rights and Privacy Act (FERPA) and the guidelines set forth by Bay District Schools. Depending on the request for information, the correct forms must be submitted with student (or parent in the case of under age students) signatures. The college uses the approved Bay District Schools form for the release of information. The school also follows the Bay District Schools plan for release of certain records by forwarding this request to the Bay District Schools Director of Communications for approval. The records clerk has been provided a list of approved education verification companies and must request the appropriate forms to be submitted from those individuals as well.

Student enrollment, academic, current educational progress records and some financial information (invoices/statements/etc.) are kept in the student's file in the Student Services records room. Program completion, program placement, and if applicable, licensure exam passing status records for individual students are kept in Focus and compiled rates in the form of the COE annual report are accessible to all staff on the V Drive. Documentation of individual students passing status for licensure exams is maintained by the Data Specialist. The financial records of students who receive Federal Student Aid (Pell Grant) and VA Education benefits are maintained in the student services office for five (5) years beyond closing of award by ED Common Origination & Disbursing System (COD). These records are in locked file cabinets and secured by the Student & Financial Services Administrator.

Where are education records located and who are the custodians?

TYPE	LOCATION	CUSTODIAN
Academic records	Office of Student Services	Student & Financial Services Administrator
Financial Aid Records	Office of Financial Aid and Scholarships	Student & Financial Services Administrator
Online Records	Focus	Director

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Academic Records Files are stored in a fireproof file cabinet in Student Services and are locked. Two keys are available with one locked in the Student Services File room and one located in the Director's office. Financial Aid Records are stored in the Financial Aid office in locked fireproof cabinets. Financial Aid personnel have keys and a set is also located in the Director's office.

Testing Plan for Tom P. Haney Technical College

Roles and Responsibilities:

Angela Reese/Director

Coy Pilson/Assistant Director

Richard Tutunick/ Assistant Administrator and Testing Administrator

Wonda Bunch/Testing Clerk

Shana Littleton/Testing Clerk

Amy Pate/Testing Clerk

Test Security

Tom P. Haney Technical College supports multiple testing platforms. Paper-related materials are stored in the testing facility in a locked cabinet until they are properly destroyed in a timely manner as dictated by the authorized testing service. Most of the testing is computer-based. The computers are locked in a secure testing room with video surveillance. Testing Proctor(s) are present at all times during testing sessions.

Training

Personnel who conduct testing at the center hold proper credentials which include (if applicable) platform-specific certifications.

Testing Environment

The Testing Administrator will regularly check all test administration sites to continue to ensure security and make sure all areas are free from any materials not provided for the test. Testing Administrator reports all concerns about lighting, temperature, etc. to the Director in time for maintenance staff to take care of the situation. A Testing Administrator or clerk is present and visible during all testing.