For information, contact Institutional
Effectiveness: (915) 831-6740

FJ-4   **Access to Student Educational Records by Non-District Individuals and/or Agencies**

APPROVED: July 7, 1981   **REVISED**: September 1, 1995
Year of last review: 2021

AUTHORIZING BOARD POLICY: FJ

Classification: Administrative
Vice President or Associate Vice President: Vice President of Student and Enrollment Services
Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To establish the mechanism for accessing Student Educational Records.

PROCEDURE:

I.   Access to Student Records

Under federal and state law, various individuals, agencies and/or organizations may be permitted access to the educational records of individual students. In some instances this access may be authorized in writing, by the student. In other instances, this access may be required by an agency or organization charged with the responsibility for auditing various operations of the District or by court order.

II.   Student Access Record

In order that students may be aware of the use of their educational records and the reasons for such use by individuals, agencies and/or organizations outside the District, a record is to be maintained as part of the student's file. This record is to include the date of the access, the name of the individual(s) to whom the access was provided, the agency organization represented and a statement of the reason permitting this use. Only District officials responsible for custody of the Student Educational Records, the student and any state or federal officials auditing the operations of the College are to be permitted access to this record.

III.   Entry Exception

No entry is to be made on this record if the information provided to the individual agency, and/or organization is Directory information as defined by the District. The exception to this will be in instances where the individual student has specifically requested that Directory information not be released.