

F.4.1.1 (Procedure) Access to Student Education Records

Responsible Departments: Vice Chancellor for Student Success

Based on Board Policy: [F.4.1](#) - Student Records

Approved: 5-19-09

Last Amended: 8-16-16

Confidentiality

The confidential nature of a student's education records shall be maintained at all times, and the records shall be restricted to use only in the President's, Vice President's, Dean's, advisor's or counselor's office, or other restricted areas. The original copy of the record or any document contained in the record shall not be removed from the school or any other College District location.

Students

A student's education record shall be made available to the student for review during regular college office hours in the Enrollment Services office.

College District Officials

College District officials who have a legitimate educational interest in a student's education records shall have access to a student's records without obtaining prior written consent of the student. For the purposes of this policy, "College District officials" shall mean any employees, Officers, or agents of the College District, as well as attorneys, consultants, and independent contractors who are retained by the College District to perform institutional services or functions for which the College District would otherwise use its own employees and are under the direct control of the College District. A College District official has a "legitimate educational interest" in a student's records if the official needs to review an education record in order to fulfill his or her professional responsibility.

Student Directory Information

The Family Educational and Privacy Act (FERPA) regulations at 34 CFR 99.3 permit educational institutions to implement a limited directory information policy that enables Alamo Colleges to disclose designated information to designated parties, or for designated purposes.

Alamo Colleges designates for disclosure general directory information and special directory information.

General directory information shall include the student's name, major, enrollment status, dates of attendance, previous education agencies/institutions attended, degrees received, and awards received.

General directory information shall be released to any individual or organization that files a written request with a college President or designee, the Public Information Officer, or the Center for Student Information.

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Special directory information shall consist of the broadest definition of directory information under applicable FERPA regulations at 34 CFR 99.3. Special directory information shall be released to an individual or organization only at the College District's discretion, and subject to appropriate security safeguards, to aid implementation of College District objectives, including, without limitation, academic advising, alumni relationships, student transfers, reverse transfers, career counseling, completion tracking, job placement, job placement tracking, workforce development and debt collection.

Notwithstanding the foregoing, students have the right to request that Alamo Colleges not release directory information about them for non-commercial and commercial purposes. No directory information will be released regarding any student who has affirmatively opted against disclosure of directory information.

Copies

Copies of records are subject to a per copy cost, payable in advance.

Transcripts and Records Transfer

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

The college shall forward education records upon request to officials of other schools or school systems in which the student seeks or intends to enroll without written consent as permitted by law.

Privacy Rule

To the extent that the College District is a covered entity under the Health Insurance Portability and Accountability Act (HIPAA), the College District shall comply with the Privacy Rule, 45 CFR Part 164, with respect to protected health information that is not an education record.

Legal Reference - TACC Policy Reference Manual
FJ(LEGAL) - Student Records
FJ(EXHIBIT) - Student Records