

F.4.1.1 (Procedure) Access to Student Records

Responsible Departments: Vice Chancellor for Student Success

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

Approved: 5-19-09

Last Amended: 5-19-09

Reviewed: 2-22-16

Confidentiality

The confidential nature of the student's 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 or counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the record shall not be removed from the school.

Students

A student's education record shall be made available to the student. Records may be reviewed during regular college office hours in the registrar's office.

College District Officials

College District officials who have a legitimate educational interest in a student's records shall have access to the student's records. For the purposes of this policy, "College District officials" shall mean any employees, Trustees, or agents of the College District, as well as attorneys, consultants, and independent contractors who are retained by the College District. College District officials have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions or the student's case; compiling statistical data; or investigating or evaluating programs.

Directory Information

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

Directory information shall be released to any individual or organization that files a written request with the college President or designee unless the student has indicated to the college that he/she does not want his/her directory information released.

Each college shall give public notice of the categories of information designated as directory information and of the period of time after such notice for a student to inform the college that directory information should not be released.

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.

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