

Category	
3-05 Construction and maintenance of Educational Student Records	
Approval	
LC Approved: 8/23/23	
Effective Date: 6/14/14	
Revised: 8/23/23	
Responsible Party: Vice President of Student Success	

Policy Statement

A student permanent record (transcript) shall be established for each student in the College to provide a uniform, efficient procedure for maintaining an official record of pertinent student information. Other educational student records (cumulative folders) are constructed, maintained, and utilized in the College to support decisions made relative to students and to provide documentary evidence of students' progress through their educational experiences. Periodically, student records are updated, reviewed, and (when appropriate) purged in a continuing effort to maintain records that are accurate, informative, relevant, and otherwise appropriate. Student records are intended to serve both legal and educational purposes. Disclosure of information contained in either the student permanent record (transcript) or other educational student records must be done in compliance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, as amended, and its interpretive regulations, 34 C.F.R. § 99.1, et seq. (Refer to Policy 3-06, Privacy of Student Records.)

The student permanent record (transcript) is created and maintained in the College’s student information system. Effective June 2003, educational records, including application for admission, grade changes, transfers of credit and consent to release non-directory information are maintained electronically by the college registrar.

The student permanent record is the official school document to be reproduced for the transcript and legal purposes. Only appropriate information should be recorded.