



Santa Fe College Rules Manual

Title: **Student Records and Reports: Right to Privacy** **Rule 7.20**

General Authority: FS 1001.64, 1002.225

Law Implemented: FS 1002.225, 1006.52; 20 USC 1232g; 34 CFR Part 99

Effective Date: December 13, 1990

Purpose: To specify the rights of students and their guardian regarding student records.

Contents and Classification of Records

Limited access records and directory information described herein shall constitute the content of students records and reports.

Limited access records include health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcript or student permanent academic records, student permanent records, other personally identifiable information except for directory information, and other items as designated by the College.

Directory information shall be information related to a student and is limited to the following: the student's name, address, telephone number if it is listed, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and heights of members of athletic teams, date of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Custody of Records

The President or a designee shall be the official custodian of student records and reports of the College.

Access to Records: Limited access records are not public records and shall be released only in accordance with Florida Statutes 1006.52 or any other applicable law.

Notification

Every parent and student entitled to rights relating to student records and reports shall be notified annually, in writing, of such rights and that the College has a policy of supporting the law, the types of information and data generally entered in the student records as maintained by the College, and the procedures to be followed in order to exercise such rights. This notification shall be printed in the College Catalog.

Rights of Waiver of Access to Confidential Letters or Statements Such parent, guardian, or student shall have the right to waive the right of access to letters or statements of recommendation or evaluation, except that such waiver shall apply to recommendation or evaluations only if:

The parent, guardian, or student is, upon request, notified of the names of all persons submitting confidential letters or statements, and

Such recommendations or evaluations are used solely for the purpose for which they were specifically intended.

The Right of Waiver shall be provided on the Application for Admission to the College.

Directory Information The College shall provide a directory of student information which shall be limited to information included in subparagraph B above under Contents and Classification of Records. The directory of student information shall be furnished only to the Office of the Registrar. Categories of information designated as directory information by the College shall be published in the College Catalog. If the student does not wish to have the directory information made public, a written request must be on file in the Office of the Registrar before the first day of class to be effective for that term.

Challenge of Accuracy If a student wishes to challenge the accuracy of his educational record, the question may be settled through informal hearings or upon the request of either party (the educational institution or the eligible student) through formal proceedings which will be conducted in compliance with, but not limited to, the provisions of 20 USC 1232g and 34 CFR Part 99, and the rules of the State Board of Education. These procedures are intended to apply only in instances which challenge the accuracy of institutional records which record the information which was actually given. Thus, eligible students could seek to correct an improperly recorded grade, but could not through the hearing required pursuant to this rule contest whether the teacher should have assigned a higher grade because the parents or student believe that the student was entitled to the higher grade.

Transfer and Security of Records

The College shall release transcripts for transfer purposes upon written request of the student in accordance with Florida Statutes, Section 1006.52. A Transcript Request form shall be used and is provided at the Office of the Registrar.

The registrar shall keep student records in orderly arrangement to be easily accessible for convenient use. The College shall maintain equipment for copying records of sufficient quality to meet standards comparable with those prescribed by the Division of Archives, History, and Records Management, Department of State of the State of Florida. The reproduction and destruction of records shall be in accordance with Florida Statutes, Chapters 119 and 257.

Rule History

December 1990 (410.146)

October 1981 (410.92)

June 1975 (410.55)

July 1969 (410.12)