

Policy: Access to Student Records	Number: 808.01
Date Revised: 09-01-17	Supersedes: J-10
Cross Reference: <i>Alabama Community College System Policy 808.01</i>	Issued: 04-01-81

Access to student records other than “directory information” is limited to counselors and administrators on a need-to-know basis. Confidential records will be available only to the Dean of the College or the Dean of Students & Support Services and such other employees as designated by the Dean or the President. All records will be used in accordance with applicable state and federal laws, in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. All student records will be stored on the main campus of Ingram State Technical College and no duplicate records will be maintained at any other campus.

Eligible information, as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA), will be released to authorized individuals, agencies, or organizations. Any other information may be released only by consent of the student.