



Title: Custodial Authority of Student Educational Records
Effective Date: May 15, 2007
Date of Last Revision: May 15, 2007
Review Date:
Cancellation:
Office: Student Affairs (SA 200)

Custodial Authority of Student Educational Records

The Regional Registrar is the official custodian of all student educational records (hard copy and/or electronic) at Louisiana Technical College (LTC). Student educational records includes, all grade reports, course grades, test scores, immunization data, transcripts, approved grade change forms, approved course substitutions, non-traditional credit, graduation forms, demographic information, and admission application data. Student educational records may not be relocated, removed, changed, or deleted without authorization from the Regional Registrar or campus designee. Access to or release of student educational record information, verbally or hard copy, must be approved by the Regional Registrar and/or campus designee prior to any action taken.

Policy Reference: LCTCS Policy #4.010 Records Retention and Disposal Policy
 LTC Policy #SA1930.207 Confidentiality of Student Educational records
 LTC Policy #SA1930.266 Student Records
 LTC Form #SA200.44 Student Educational Records Release form
 Solomon Laws 1995, 1996, 1999, 2005

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

Distribution:

Distributed Electronically via College's Intranet
 Hard Copy Distribution to Regional Directors

James R. Sawtelle III
 Vice President for Career and Technical Education



Custodial Authority of Student Educational Records
Procedures & Specific Information

208.1. PURPOSE:

To establish authority for release, maintenance, and protection of student educational records.

208.2. STORAGE:

208.2.1 All hard copies of official student educational records must be housed and maintained by the Campus Student Affairs Office, records division. Records of currently enrolled students must be stored in fire proof cabinets/fire proof vault or have duplicates maintained at a different location. Records of past students must be stored in fire proof cabinets/fire proof vault or have duplicates maintained at a different location.

208.2.2 Transference of student educational records to electronic storage medium must be authorized by the Regional Registrar and/or campus designee before the process begins.

208.2.3 Student educational records stored via electronic media (computer or otherwise) are subject to the same required approvals as hard copy records.

208.3. ACCESS:

208.3.1 The Family Education Rights & Privacy Act (FERPA) is a federal law designed to protect the privacy of student's educational records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

208.3.2 Release of student educational records information must be performed by the Campus Student Affairs Office, records division. Approval to transfer this responsibility to an external entity must be approved by the Regional Registrar.

208.3.3 Access to student educational records is automatically given to the authorized staff of the Campus Student Affairs Office. Access by other personnel may be granted by campus Student Affairs or designee in cases where a specific educational interest exists.

208.3.4 Instructors may not post student's grades using student names, social security numbers, or any other personally identifiable means.

208.4 SUBPOENAS & REQUEST FROM LAW ENFORCEMENT

Subpoenas must be received by the Campus Administrator's office prior to being forwarded to the Student Affairs Office. A student must be notified of subpoenas received for his/her records.

208.5. MILITARY REQUEST

We are required by the Solomon Act to supply the military with lists of enrolled students (only) when requested.

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