**Student Records Policy**

The Institution’s Student Records Policy has the purpose to ensure students records are stored and properly maintained, assuring students confidentiality, and in compliance with all regulatory agencies.

**RESPONSIBLE AUTHORITY**  
School President

**INSTITUTION’S PERSONNEL THAT FOLLOW-IMPLEMENT THIS POLICY**   
School President, Admissions, Student Services, Career Services, Financial Services, Academics

**POLICY**

* Period of Time Records are Maintained at the Institution
* Access to Student Records
* Orderly and Safe Maintenance of Records
* Maintenance of Safe Keeping of records
* Confidentiality of Student Records
* Discontinuance of the School

Period of Time Records are Maintained at the Institution

Our institution maintains adequate and accurate records” for seven years “at its principal place of business, as required by the applicable state regulations.

The following student records are maintained indefinitely: enrollment agreement, transcripts, and diplomas.

Access to Student Records

Student records are kept confidential and are only accessible by Student Services Personnel, Finances Services Personnel and institution’s executives depending on the case and student in consideration. Faculty only have access to the academic student records that relate to the course being taught.

Orderly and Safe Maintenance of Records  
Hard copy records are maintained in an organized system that assures proper filing and retrieving. Student records are kept in a fire-proof locked file cabinet at the student services office.

Student electronic records are kept through the campus management software SMART. SMART is password secured, and only Students Services, Admissions, and School Executives have access to it through a password protected login. SMART also offer security and encryption to all data, automated backups, redundancy, and recovery.

Maintenance of Safe Keeping of the Records

The institution reviews quarterly the safe keeping of records, confirming file cabinets, as well as electronic access are maintained as per policy.

Confidentiality of Student Records

Our institution adheres to the Family Educational Rights and Privacy Act (FERPA) regarding about the rights of our students and their educational records.

Discontinuance of the School  
In the case the institution was to discontinue its operations, all student records will be provided to the corresponding regulatory office at the Florida State Department of Education.

**EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS**

The equipment necessary for the implementation of this policy is a responsibility of the School President who coordinates any repairs, purchases or updates required. Such requests are to be made directly to the School President, who will attend to each accordingly. Expenses for equipment, repair, maintenance, and replacement are included in the budget allocated to student services.

**BUDGET**

The budget necessary for the implementation of this policy is allocated under the line item “Student Services” each January as part of the school’s projected budget for the year. Revisions to the budget are to be approved by the School President and Financial Director.

**POLICY EVALUATION**This policy is evaluated:

* Annually at the First Strategic meeting of the year
* Annually at the Staff and Operations meeting
* Annually at the Institutional Advisory Committee meeting
* By students through the student surveys
* By employees and faculty through the employee survey

**POLICY EFFECTIVENESS**Student and employee survey’s information collected is presented at the following meetings where actions are taken when necessary to improve this policy effectiveness:

* Annually at the First Strategic meeting of the year
* Annually at the Staff and Operations meetings
* Annually at the Institutional Advisory Committee meeting

**POLICY AVAILABILITY**

All school policies and procedures are available for review by administrative staff, faculty, advisory members, and students in the Policies and Procedures Manual available at the Student Services Office. This policy is also available at the school’s website under “About Us”.