

Student Records Policy

PURPOSE

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

The responsibility for this policy is vested in the School President.

IMPLEMENTATION

The implementation of this policy is delegated to the student services personnel.

APPLICABILITY

This policy applies to the records of all students.

EFFECTIVE DATE

January 1, 2021

POLICY

1. Period of Time Records are Maintained at the Institution.
2. Access to Student Records
3. Orderly and Safe Maintenance of Records
4. Maintenance of Safe Keeping of records
5. Confidentiality of Student Records
6. Discontinuance of the School

1 - 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.

2 - 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. Students may request to review their records or copy of their records at any time. No persons are allowed to view student records outside the school personnel unless the student or graduate has provided written authorization.

3 - 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 and FAME. SMART and FAME are password secured, and only Students Services, Admissions, and School Executives have access to it through a password protected login. SMART and FAME also offer security and encryption to all data, automated backups, redundancy, and recovery.

4 - 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.

5 - 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.

6 - 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.

EVALUATION

This policy is annually evaluated by means of a survey collected from:

- Students and Graduates
- Schools Administrative and academic personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff and Operations Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school's Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. School personnel and advisory members receive an email every January with access to the revised digital version of the school's Policies and Procedures Manual to be in effect for the year. This policy is also available at the school's website under the About Us page.