

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, Placement, 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
- Custody of Paper Records
- Custody of Electronic Records

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 within this state in a manner and form prescribed by the commissioner and shall be made available to the department upon request.

Student permanent records are maintained for twenty years, considering permanent records: the certificate of completion.

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.

Orderly and Safe Maintenance of Records

Records are maintained in an organized and systemic system that assures proper filing and retrieving, as well the proper security measures. Student records are kept in a fire-proof locked file cabinet.

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 as follows.

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 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. Expenses for equipment repair, maintenance, replacement are included in the budget allocated to student services. Such requests are to be made directly to the School President and will be dealt accordingly.

BUDGET

This policy budget is allocated under the line item "Student Services"

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

PROGRAM 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

Policies and procedures as well as all publications are available for review, comments and suggestions by administrative staff, faculty, students and Advisory Board members in a binder accessible upon request at our student services office.