

### **Student Records Policy**

The Southeastern Technical Institute maintains student records. The school maintains both temporary and permanent records. The school maintains records in both paper and electronic format.

#### **Temporary Records for Enrolled & Withdrawn Students:**

- Copy of application
- Copy of admissions testing results
- Copies of transcripts
- Copy of enrollment agreement
- Copy of payment agreement – *If applicable*
- Signature sheet from student handbook
- CPR Certification (*copy of card*) – *If applicable*
- Student health record and associated documentation (returned upon graduation)
- Proof of health insurance (*health insurance form and copy of health insurance card*)
- Proof of Residency (*In-district students*)
- FERPA
- Performance notifications
- Official withdrawal form (withdrawn students only)

*All temporary records will be destroyed after five (5) years.*

#### **Permanent Records for Graduates & Withdrawn Students:**

- Final Summary Transcript

*All permanent records shall be maintained by the school for sixty (60) years.*

#### **Transcripts:**

An unofficial transcript will be issued to the student after graduation and upon request. A copy of the transcript is retained in the student's record or in the electronic student information system. Unofficial transcripts do not include the school's official seal.

Official transcripts are mailed directly or given to the student in a sealed envelope for the purpose of distribution to a school of higher education or an employer. Official transcripts include the school's official seal and the signature of the director. Official transcripts are generated upon written request from the student.