

Records Access Procedure

Purpose: To provide a procedure for Student access to Coursework, Testing, and Records

Student Records

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

Southeastern maintains the following records for enrolled and withdrawn students:

Temporary Records for Enrolled & Withdrawn Students: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- Official withdrawal form (withdrawn students only)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Permanent Records for Graduates & Withdrawn Students: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.

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Students

Students may access their records by making a request in the Southeastern Technical Institute office. Students may review the records in a private area. Student records may not leave the office area.

Faculty

Faculty may access student records by request from designated STI office staff. Faculty will sign a records access sheet when removing and returning the file. Records must remain in the STI Director's office. The file cannot be altered.

Other

Students may give permission for another individual to access their record by completing a written request. Individuals with permission may access student records by request from designated STI office staff. Individuals will sign a records access sheet when removing and returning the file. Records must remain in the STI Director's office. The file cannot be altered.

Adopted: 11/17

Revised: 3/18

Coursework and Testing Access Procedure

Records related to student coursework and testing are maintained electronically on the School Brains system. Each student is given access through a secure portal on the web-based system. Students receive logon information and training during the first week of school.

Individual test results and coursework are maintained in the program area. Students may request access to coursework materials through the teacher. These materials may not leave the classroom or program office area.

All student records, coursework, and testing are property of Southeastern Technical Institute.