

## STI Student Records Policy and Procedure

### Policy

The Southeastern Technical Institute maintains student records. The school maintains both temporary and permanent records. The school maintains records in either paper or 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### Temporary Records for Enrolled & Withdrawn Students: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 immunizations (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- Official withdrawal form (withdrawn students only)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### Permanent Records for Graduates & Withdrawn Students: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.

An official transcript will be issued to the student after graduation and upon request. 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.

Adopted: 4/5/11

Reviewed: 3/18, 2/22

Revised: 2/22/22

## **Records Access Procedure**

### **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 have access to all pertinent student records through the Populi Student Information System. Faculty may access student paper 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 through the Populi System or 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.

### **Coursework and Testing Access Procedure**

Records related to student coursework and testing are maintained electronically on the Populi Student Information 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.**