

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: <b>STUDENT RECORDS - CONFIDENTIALITY</b>	Original Issue Date: 1996	Policy #: <b>430</b>
	Supersedes: February 28, 2019	Effective Date: June 9, 2022
Individuals/Committees Consulted: Student Support Services	Reviewed & Approved by: Director, Office of Educational Services College Governance Board of Trustees	Approved by:  Provost, College of Nursing & Allied Health (signature on file)

**PURPOSE:**

To ensure confidentiality of student records

**Definition:**

College official is a person:

- Employed by the College in an administrative, supervisory, academic, research, or support staff position
- Contracted by the County, such as an attorney, auditor, or collection agent
- Serving on the Board of Trustees
- Serving on an official committee e.g. grievance committee which includes student members
- Assisting individuals listed above in performing official tasks.

**POLICY:**

College policies and procedures for maintaining confidentiality of student records comply with the Family Educational Rights and Privacy Act (FERPA).

College officials who have a legitimate educational interest may access student records in order to fulfill their professional responsibilities.

Students have the right to:

- Review their educational records
- Request amendment of records they believe to be inaccurate
- File a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with FERPA requirements.

Students must:

- Consent to disclosure of personally identifiable information contained within the record except to the extent that FERPA authorizes disclosure without consent
- Be notified of access/release of records, which are outside the course of normal College business.

Student records may be removed from the Office of Educational Services (OES) only as authorized by Director, OES.

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**PROCEDURE:**

**Request to Review Records**

The student submits a written request that identifies the record(s) they wish to inspect to the Director, OES/designee.

The Director, OES:

- Provides the student with access to their records within 10 business days of receiving the request
- Notifies the student of the time and place where the records may be inspected
- Directs the student to the correct official to whom the request should be addressed if the records are not maintained by the Director, OES.

College officials make arrangements with the Student Clerk to access student records.

**Request to Amend Records**

The student submits a written request to the Director, OES. The request must:

- Clearly identify the part of the record they want changed
- Specify why it is inaccurate.

The Director, OES/designee:

- Consults with appropriate College official regarding the request
- Notifies the student if the College decides not to amend the record as requested
- Advises the student of his or her right to a hearing.

**PROCEDURE DOCUMENTATION:**

Not applicable

**REFERENCES:**

Family Educational Rights and Privacy Act  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920  
College Catalog

**REVISION DATES:**

February 19, 2016  
February 28, 2019  
June 9, 2022