



**Broward
Community
College**

Policy Manual

Title: Student Records	Number: 6Hx2-5.03
Legal Authority: Fla. Statutes 228.093; 240.323 Fla. St. Bd. of Ed. Admin. Rules 6A-14.051 Family Educational Rights and Privacy Act	Page: 1 of 3

The College shall protect the rights of students and their parents or guardians with respect to student records and reports containing student record information, which are created, maintained, and used by the College. The College shall provide access to such records in accordance with *Florida Statutes*, Chapter 228.093.

Records shall mean those files, documents, electronic images, and other formats which contain information directly related to a student and which are maintained as a permanent record at the College. Drafts or notes which are not intended as final evidence of the knowledge to be recorded are not considered student records. Furthermore, the term does not include (1) records of instructional, supervisory, and administrative personnel which are in the sole possession of such personnel and which are not accessible or revealed to any other person except a substitute for any such persons; (2) records of law enforcement units of the institution which are maintained solely for law enforcement purposes and which are not available to persons other than officials of the institution or law enforcement officials of the same jurisdiction in the exercise of that jurisdiction; (3) records made and maintained by the institution in the normal course of business which relate exclusively to a pupil or student in his/her capacity as an employee and which are not available for any other purpose; (4) records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional or paraprofessional capacity or assisting in that capacity, which are created, maintained, or used only in connection with the provision of treatment to the pupil or student and which are not available to anyone other than persons providing such treatment; (5) directory information as defined in *Florida Statutes*, Chapter 228.093; (6) other information, files, or data which do not permit the personal identification of a pupil or student; (7) letters or statements of recommendation or evaluation which were confidential under Florida law and which were received and made a part of the pupil's or student's educational records prior to July 1, 1977; and (8) copies of the student's fingerprints.

Parent shall mean a natural parent, an adoptive parent, or a legal guardian of the student as defined in the *Internal Revenue Code of 1954*. An individual invoking the *Code* shall present evidence showing his/her compliance with this provision.

History: Revised on July 15, 1980; revised on September 21, 1982; revised on September 18, 1984; revised on July 23, 1997; revised on June 3, 1998

Approved by the Board of Trustees	Date 07/15/98	President's Signature 	Date 07/15/98
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No record shall be made or retained without a legitimate need for the information contained therein. The College shall protect the confidentiality of a student's record and release information only to authorized members of the College community. Students have the right to inspect their own official transcripts or records and to authorize the College in writing to release information to outside sources.

Except for federal and state laws, court orders, and subpoenas which compel the release of information and cases that involve the safety of persons or property, information of a counseling or non-academic nature shall not be made available to any outside person without written authorization from the student or parent as appropriate. A release of information pursuant to the above shall be made only upon payment of the fee established by the Board of Trustees. Information of this type may be released to Faculty and Administrators on a need-to-know basis, but shall not be released to any third party individuals without authorization from the student or the parent, as appropriate.

A student or parent may exercise his/her rights under these provisions by submitting a request in writing to the appropriate Campus Registration Coordinator, the College Registrar, or the Vice President for Student Affairs.

Directory Information. The College reserves the right to deny access to directory information when such action is deemed necessary to protect the rights of the student.

A working record is any material used in the course of daily College business, which is not a "permanent record." A working record contains a student address, social security number, grades, judicial or academic discipline history, phone number, course schedule and advisement record.

Student-generated documents are not considered working documents of the College or permanent student records, and it is the responsibility of the student to dispose of them should they produce them. A student-generated document is information generated by the student for that student's use.

Examples of working records are advisement records, unofficial student transcripts, test results, etc. Working records should be placed in a secure designated box, bin, or area until disposed. Special attention should be given to their disposal by shredding or special collection on a regular basis.



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Shredders are available to each office that handles student records, including Academic Advisement, Registration, Testing, Student Financial Services, and the Student Deans, or a contract is established with an outside vendor to dispose of such material by each campus at the discretion of the Campus Provost/Administrator.

[Link to Procedure A6Hx2-5.03](#)