

F.4.1 (Policy) Student Education Records

Responsible Department: Vice Chancellor for Student Success

Board Adoption: 5-19-09

Last Board Action: 5-19-09

Reviewed: 7-18-16

Each college President shall develop and maintain a comprehensive system of student records and reports dealing with all facets of that college's program operation under the direction of the Vice Chancellor for Student Success and the College District Chief Records Officer. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for utilization by authorized school personnel.

Confidentiality

The confidential nature of student education records shall be maintained at all times.

Custodians of Records

The registrar or designee at each college is custodian of all records for currently enrolled students and for all official academic records. The address of the registrar for each college shall be maintained on the college's website and included in the college catalog.

Types of Records

Education records may include, but are not limited to:

1. Admissions data, personal and family data.
2. Class schedules
3. Standardized test data, including scholastic, aptitude, and interest ratings.
4. Achievement records, as determined by tests, recorded grades, and teacher evaluation.
5. Attendance record.
6. Records of faculty, counselors, or administrative conferences with the student or pertaining to the student.
7. Disciplinary records.
8. Copies of correspondence with parents and others concerned with the student.
9. Records transferred from secondary schools and other post-secondary institutions in which the student has been enrolled.
10. Records pertaining to participation in student activities including awards or recognition by the colleges.
11. Information relating to student participation in special programs.
12. Records of tuition and fees paid and outstanding.
13. Other records that may contribute to understanding of the student.
14. Financial aid records.

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15. Records of scholastic disciplinary actions.
16. Job placement records.
17. Scholarships or other financial awards.
18. Academic awards or recognition by the colleges.

Procedure [F.4.1.1](#) Access to Student Education Records

Procedure [F.4.1.2](#) Amendments to Student Records

Legal Reference - TACC Policy Reference Manual

FJ(LEGAL) - Student Records

FJ(EXHIBIT) - Student Records