



Procedure Number: AS 208
Procedure Title: Affirmation of Confidentiality of Student Records
Relevant Board Policy: F.4.1
Relevant SACSCOC Principle: N/A
Originating Unit: Vice President for Academic Success
Maintenance Unit: Vice President for Academic Success
Contact for Interpretation: Vice President for Academic Success

I. Affirmation of Confidentiality of Student Records

The Faculty and all academic support staff shall maintain the confidentiality of student records, regardless of modality or location of instructional offering, which shall be utilized only for purposes related to the student's education and only by authorized College personnel. Faculty and academic support professional staff shall maintain confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA) and all other federal legislation, all State laws related to confidentiality of student records, and all Northeast Lakeview College or Alamo Colleges District policies, including Board of Trustees Policy F.4.1, which affirms "the confidential nature of the student's records shall be maintained at all times."

Attachment:

Originator: Alan Cottrell

Date Approved: 11/11/2016

Last Updated: 2/26/2019

Approved: Laura B. Sanchez, Ed.D.
Title: Vice President for Academic Success