

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Disclosure of Education Records

Number: 4.023.01

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Department of

Responsibility: Student Records

Authorization:

President

Date Approved: November 15 2016

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Last Reviewed: _____

A student may grant OCtech permission to disclose their education record by completing and submitting the ***Disclosure to Parents of Dependent Students and Consent Form*** to the Registrar's Office. A student must present a picture ID at the time of submission. A completed Disclosure form must be on file in the Registrar's Office for each academic year that consent is given.

Once consent is given by the student, the parent must direct requests for information to the Registrar. Only the Registrar or designee can release/disclose a student's education record.

Using the ***Parent's Request for Information Form***, the parent will identify the type of information being requested and return the completed form to the Registrar's Office.

In cases where information must be collected, the parent must allow at least fourteen (14) working days to obtain the information prior to gaining access. Once the information has been collected, the Registrar will contact the parent by phone to confirm availability of requested information. The parent must appear in person with a picture ID to gain access to the information. No educational record information will be given over the phone to the parent.

Directory information as listed in Policy 4.025, can be disclosed without consent, and will only be withheld if the student has placed a hold on the release of their directory information.

Exceptions to disclosure without student consent include the following:

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1. To College officials who have legitimate educational interest in the records. College officials include any person employed in an administrative, supervisory, support staff, or faculty position, an Area Commission member, a person employed under contract to Orangeburg-Calhoun Technical College to perform a special task such as an auditor or attorney.

A College official has a legitimate educational interest if the official is:

- Performing a task that is specified in their position description or contract agreement
- Performing a task related to a student's education
- Performing a task related to the discipline of a student
- Providing a service or benefit relating to the student or student's family (i.e. healthcare, counseling, job placement, or financial.)

2. To agents acting on the behalf of the institution (e.g. clearinghouses degree/enrollment verifiers).
3. To certain officials of the U.S. Department of Education, the Comptroller General and State and local education authorities in connection with various state or federally supported education programs.
4. In connection with a student's request for financial aid as necessary to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of Orangeburg-Calhoun Technical College.
6. To accrediting organizations to carry out their functions.
7. To the parents of an eligible student who claims the student as a dependent for income tax purposes.
8. To comply with judicial order or a lawfully issued subpoena.
9. To appropriate the parties in a health or safety emergency.
10. Directory information such as name, address, email address, telephone number, and enrollment status.
11. The results of any disciplinary proceeding conducted by Orangeburg-Calhoun Technical College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
12. To anyone if the health or safety emergency exists and the information will assist in resolving the emergency.
13. To an alleged victim of a crime of violence of the results of a disciplinary hearing regarding the alleged perpetrator of that crime with respect to that crime.
14. To anyone requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offense (Foley Amendment).

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15. To the Immigration and Naturalization Service for purposes of the Coordinated Interagency Partnership Regulating International Students.
16. To military recruiters who request "Student Recruiting Information" for recruiting purposes only (Solomon Amendment). Recruiting information includes: name, address, telephone listing, age or year of birth, level of education, and major.
17. The Internal Revenue Service for the purposes of complying with the Taxpayer Relief Act of 1997.
18. To an authorized representative of the Department of Veterans Affairs for students receiving educational assistance from the agency.

All requests for education record disclosures must be directed to the Registrar's Office.