

Education Records

Education records are those records maintained by the College that are directly related to a student.

The primary reason for the keeping and maintaining of education records for students is to help the individual student in his/her educational development by providing pertinent information for the student and his/her instructors. These records also serve as an important source of information to assist students in seeking employment and/or continuing education.

It is the policy of the College to keep education records for students to conform with state and federal laws and regulations.

Information recorded on official education records should be carefully selected, accurate and verifiable, and should have a direct and significant bearing upon the student's educational development.

The College will develop regulations for the maintenance, access and release of education records as well as for preserving confidentiality and for challenging the content of those records.

The College may withhold the grade reports, diploma or other records of students who owe fees, fines or damages until those fees, fines or damages are paid. Students will receive written notice at least 10 days in advance of withholding stating the College's intent to withhold records. The notice will include an itemization of the fees, fines or damages owed and will notify students of their right to request a hearing. The College may waive fees, fines and charges if the student cannot pay.

A copy of this policy and administrative regulation JO-AR shall be made available to students upon request.

Annual Notification

College Administration will be responsible for ensuring the development and implementation of a process of Annual Notification. The process will be uploaded to *my.tvcc.cc* and stored in *TVCC Process and Procedures*. The process will be reviewed and updated by the administrator in charge of the affected department (or designee) and appropriate training on the process will be provided to the affected TVCC faculty and staff.

The process for Annual Notification shall at minimum:

1. Inform students of the availability of certain information that must be disclosed;
2. Briefly describe and explain how to obtain the information; and

3. State that TVCC will provide a paper copy of this information on request.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(17\)](#)

[OAR 166-450-0000](#) to -0125

[OAR 589-004-0100](#) to -0750

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2006).

34 C.F.R. §§ 668.41 (a) and (c), 668.42, 668.43, 668.45, 668.46, 668.47, 668.48, 668.49 and 99.7