
LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURES

TITLE: STUDENT RECORDS

NUMBER: PRO 4-13

REFERENCE: Public Law 83-380; 20 U.S.C.1232(g);
34 C.F.R. Part 99 (FERPA)
Florida Statutes 1002.22; 1006.52
Board Rule 2.10
Board Rule 2.25
PRO 2-18

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The College respects each student's right to privacy and will release, provide access to, and retain a student's records under the conditions defined below.

I. CLASSIFICATION OF STUDENT RECORDS

- a. General student records contain the academic history file, the admission file, transcripts from educational institutions, disciplinary records, and general correspondence.
- b. Financial aid records contain all matters relating to application for, granting, and receipt of any form of financial aid.
- c. Accounts receivable records contain any information relating to monies owed to the College by the student.

II. CUSTODIANS OF STUDENT RECORDS

- a. General student records are in the custody of the Registrar.
- b. Financial aid records are in the custody of the Director of Financial Aid.
- c. Accounts receivable records are in the custody of the Associate Vice President of Business Affairs and Controller.
- d. Student employment and salary records are in the custody of the Director of Human Resources.
- e. Student Conduct Records are in the custody of the Dean of Students.

III. ACCESS TO STUDENT RECORDS

- a. A student's general student record, financial aid record, and accounts receivable record shall be open to inspection only by:
 - 1. The student;
 - 2. The parents or legal guardian of a student provided evidence is submitted verifying that the student is a dependent of the parent or legal guardian as defined in the Internal Revenue Code;
 - 3. Officials of the College for official purposes only.

- b. A student or eligible parent/legal guardian will be afforded access to a student's record within five working days of the receipt of a written request to the custodian of that record. The custodian of the record will make arrangements to permit the record to be reviewed in the presence of the custodian or the custodian's designee.
- c. Public requests for student information, including subpoenas, must follow Admin Pro 2-18: Public Records Request.
- d. Lake-Sumter State College does not publish a directory and will use discretion in the release of directory information. Directory information includes the student's first and last name, major field of study or academic program, Student X-ID, permanent address, Lakehawk Email, participation in officially recognized sports and activities, weight and height of members of athletic teams, and dates of attendance and degrees and awards received.
- e.. Directory information may be released unconditionally by the Registrar, without the consent of the student, unless the student requests in writing to the Registrar that this information is to be withheld. Registrar will have five working days from the receipt of the request to identify the record as directory information not to be released. The student's written request must be received by the end of the published add/drop period of that term. Otherwise, the student's request will go into effect the beginning of the following term.

IV. COPIES OF STUDENT RECORDS

Upon receipt of a written request that is signed and dated by the student or eligible parent/legal guardian that includes the specific information to be released, the reason for the release, and the names of the persons or agencies to which the information is to be released the appropriate custodian of the record will provide a copy of that record to the specified person or agency. There is no fee for copies. Transcripts received by LSSC are for institutional use only. They cannot be copied and given to the student or sent to another institution.

V. CHALLENGE TO THE CONTENT OF STUDENT RECORDS

Challenges to the content of a student record must be made in writing to the appropriate custodian of that record. After carefully reviewing all pertinent information, the custodian will notify the student or eligible parent/legal guardian, in writing, within ten working days after receipt of the challenge of his/her decision regarding the challenge. This decision may be appealed through established procedure

VI. RETENTION AND DISPOSAL OF RECORDS

Lake-Sumter State College will follow the recommended records retention and disposal schedule as outlined in the State of Florida General Records Schedule for Community College (A2) as approved by the Florida Department of State Division of Library and Information Services Records Management Program.

VII. SECURITY OF STUDENT RECORDS

The Information/Security Officer ensures that all practices with regard to the security of student records are followed in accordance with Florida Statutes, State Board of Education Rules, and federal regulations. All student records are imaged and stored digitally. An information security plan is in place and is updated annually by the IT Department.

VIII. FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

- a. LSSC maintains certain practices and procedures to assure compliance with the Family Educational Rights and Privacy Act (FERPA). This law affords the following rights with respect to student educational records:

These rights include:

1. The right to inspect and review the student's educational records within 45 days of the date the College receives a request for access. Students should submit to the Admissions and Records Office a written request that identifies the record(s) to be inspected. The Registrar or designee will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Admissions and Records Office, the Registrar shall work with the office that maintains the record and coordinate the student's request.
2. The right to request an amendment of the student's educational records that the student believes is inaccurate or misleading. The student must write to the College official responsible for the record, clearly identifying the part of the record he or she wants changed, and specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to appeal administrative decisions (LSSC Administrative Procedure 4-14).
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative supervisory, academic, or support staff position (including, a law enforcement unit); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll and to the Florida Department of Education to comply with state-reporting requirements.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605

Admissions and Records Office
Lake-Sumter State College
9501 U.S. Highway 441
Leesburg, FL 34788

b. Directory Information.

Directory information is defined as information contained in a student's educational record that generally would not be considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, LSSC has established the following as directory information:

- Name
- Major field of study or academic program
- Student X-ID
- Permanent Address
- Lakehawk Email
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams
- Dates of attendance and degrees and awards received

Although the above directory information may be available for release, LSSC does not routinely release such information to third parties. FERPA states that each student has the right to inform the College that any or all the information is not to be released. The College will honor the student's request to restrict the release of directory information. To withhold directory information, a student should notify the Admissions and Records Office in writing prior to the completion of add/ drop period of each semester. Status of disclosure at the last registration period is binding and all records will be noted "confidential" until the status is changed by the student. No information will be released without prior written consent of the student or as a result of subpoena.

c. Non-Directory Information.

Non-directory information is personally identifiable information such as grades, transcripts, social security numbers, GPA, and academic standing. LSSC does not release this information without written authorization from the student or as a result of subpoena (see PRO 2-18).

1. Authorization for Released Student Information.

If a student wishes to have any personally identifiable information regarding their educational record released, an Authorization for Release of Student Information Form must be completed by the student in person on any of the three LSSC campuses.

2. Solomon Amendment.

Under a 1997 rule adopted by the United States Department of Defense, LSSC, if requested, must provide to the U.S. military the student's name, address, telephone number, date of birth, level of education, current major, and degrees received.

3. Copies of Student Records.

Upon receipt of a written request that is signed and dated by the student that includes the specific information to be released, the reason for the release, and the names of the persons or agencies to which the information is to be released, the appropriate custodian of the record will provide a copy of that record to the specified person or agency if permitted under LSSC Administrative Procedure. Transcripts received by LSSC are for institutional use only. They cannot be duplicated and given to the student or sent to another institution.

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