

Student Records Policy

I. Introduction. The privacy and protection of our staff and student records are of the utmost importance to IECT. Our student records policy reflects our desire and will to protect the privacy of these records against breach to the best of our capabilities.

II. Purpose. The purpose of this policy letter is to formalize the requirements for documenting, protecting and retaining accurate student records.

III. Definitions. Records refers to the information collected, documented and stored as it pertains to any particular student currently or previously enrolled as a student at IECT.

IV. Policy Statement. All student records will be safeguarded and protected in accordance with any local, state, federal or accreditation policies.

A. As a minimum, students shall make any request for documentation of hours and performances in writing. The request may be delivered via electronic mail, hand-carried, traditional mail or some other method that allows IECT to ensure the student has made the actual request. Upon validation of the request, IECT will provide the requested information within 21 calendar days of receipt of the request.

B. IECT will protect and safeguard student records and maintain them against loss or damage for a minimum of 6 years after graduation or disenrollment.

C. We require written consent from the Student or guardian for release of records in re-sponse to each third party request unless otherwise required by law.

Before publishing or selling any directory information we allow the Student or guardian to deny a uthority to publish one or more of these items

V. Process. The IECT staff will ensure student records are maintained in a safe environment so as to protect and safeguard from hazards. The records will be established upon formal entry into one of the IECT programs. The documents will include the following – admissions information, enrollment agreements, financial aid (if any), student accounts, student grades/transcripts, attendance, counseling and placement. The documents will be stored in both electronic and paper format.

VI. Procedures.

A. Upon application, the staff will begin a file on the student applicant.

B. Once the applicant has been enrolled, the staff will include the student in the enrolled file and ensure all information gathered on the student is in the file using the new student checklist.

C. The staff will begin copying the files to the electronic format to be uploaded to the secure website database.

D. The staff will ensure the files have been uploaded via confirmation with the website database manager and will acknowledge.

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VII. Review. This policy will be reviewed at least annually on the anniversary date of its inception unless otherwise stated. The policy will be initialed by the President and Director of Education on its effective date.

DATE 11/28/2018

INITIALS SG President
INITIALS DW Director of Education
INITIALS CG Owner



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