

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

It is the policy of San Juan College to protect the confidentiality of certain student records and not to make those records available to third parties without the written consent of the student. There are certain exceptions to the Family Educational Rights and Privacy Act (FERPA) concerning disclosure of records within the educational institution. For purposes of this policy, educational records include any record (in handwriting, print, tapes, film, microfilm or microfiche or other medium) maintained by San Juan College or an agent of the College which is directly related to the student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker.
2. Records created or maintained by the San Juan College Safety and Security Department for law enforcement purposes.
3. An employment record of an individual whose employment is not contingent on the fact that he/ she is a student.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional if the records are used only for treatment of a student.
5. Alumni records which contain information about a student after he/she is no longer in attendance at San Juan College and which do not relate to the person as a student.