

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 his/her education records 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 will be given access to the educational records within 45 days. 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.

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