

CLOVIS ADULT EDUCATION – CAREER TECHNICAL EDUCATION PROCEDURES FOR ACCESS TO STUDENT RECORDS AND TRANSCRIPTS

Clovis Adult Education (CAE) has a procedure for all official transcript requests, accessing other student data, and sharing student data with outside agencies. Records access and official transcripts are available for our Academic students, Career Technical Education Nursing and Allied Health Careers students, and Career Technical Education Business students. CAE departments maintain records of grades and transcripts for a minimum of 3 years.

TRANSCRIPTS

CAE students can request official sealed transcripts at the cost of \$5.00. Unofficial, unsealed transcripts are available upon request, for no additional cost. Only three offices on campus are responsible for accessing student records and the issuance of official transcripts:

- The Nursing and Allied Health Careers department will process Vocational Nurse, Nurse Assistant, and Home Health Aide transcripts.
- Administration Building/School Registrar will process High School, and Adult Basic Education records and the GED/HSE Coordinator will process transcripts for GED/HSE.
- Administration Building/Career Technical Education Business Secretary will process Medical Assistant - Front Office, Administrative Assistant and Office Assistant transcripts.
- All official transcripts must be signed by an Administrator and embossed.
- No transcripts are to be issued by any other CAE office.

There is a single form to request both official and unofficial transcripts for all of the above programs and their related courses. There is a \$5.00 processing fee for each copy of an official transcript, payable to CUSD, at the Clovis Adult Education Bookstore in the Administration Building. Students should be directed to the three offices listed above to obtain a transcript request. The completed form is taken to the bookstore, and all appropriate fees are paid. Bookstore staff returns the form to the appropriate office and the transcript(s) making process begins. The sealed official transcripts will be mailed or held at the office for pick up, whichever is requested by the student.

ACCESS TO ALL OTHER STUDENT DATA

- CAE students shall have the right to inspect and review all education records. Students shall be entitled to read such material personally in the presence of a school official. Under no circumstances are students to remove the original record from the custody of the school.
- A student need only appear in person at the school during regular hours of the school day and request to see records. If for some reason, the records are not immediately available; the request shall be granted within a reasonable time, but in no case to exceed five workdays after the request has been made.
- Copies of student information will be made upon request.
- A student may file a written request with the Principal or designee to correct or remove any information recorded in the written records regarding themselves which he or she alleges to be:
 - inaccurate; (e.g., an error in the transmittal)
 - an unsubstantiated personal conclusion or inference;
 - a conclusion or inference outside the observer's area of competence;

- not based on personal observation of a named person with the time and place of the observation noted; misleading; or
- in violation of the privacy or other rights of the student.

Within 30 days of receipt of request, the Principal or designee shall meet with the student and the certificated employee who recorded the information in question to sustain or deny the allegation. If the allegation is sustained, the information will be corrected or removed and destroyed. However, a student's grade cannot be changed unless the teacher who determined the grade is given an opportunity to state orally, in writing, or both, the reasons for which the grade was given and is included in all discussions related to the changing of the grade. If the allegation is denied, the student may file a written appeal with the Area Superintendent within 30 days of receipt of the denial.

Access to particular student records relevant to the legitimate educational interests of the requester shall be permitted to the following:

- A signed formal agreement or Memo of Understanding (MOU) between the educational interest and Clovis Adult Education.
- Other state and local officials to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
- Authorized representatives of the Comptroller General of the United States, the Secretary of Education, and administrative head of an education agency, State education officials, or their respective designees, or the United States Office of Civil Rights, where the information is necessary to audit or evaluate a state or federally supported education program. Any data collected by those officials shall be protected in a manner that will not permit the personal identification of students by other than those officials. Any personally identifiable data shall be destroyed when no longer needed for the audit, evaluation, and enforcement of federal legal requirements.
- Law Enforcement or appropriate persons in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of a student or other persons.