

DIN: 2140-1-01
Title of Policy: Learner Records

Policy

Learner academic records are maintained in the Enrollment Services Office. Information other than directory information is considered confidential and will not be released unless a release form is signed by the learner.

Transcripts are official only if mailed directly from Northwest Technical College to a school, agency, or company. Official transcripts will not be sent for a learner with an outstanding account with the college. Unofficial transcripts may be given or sent to the learner. Enrolled learners may access unofficial transcripts via the Web registration site.

A learner has the right to petition for review of his or her cumulative learner record by submitting the request in writing to the Registrar. The following data may be included in the cumulative record:

1. Diploma and transcripts from previous institutions
2. Institutional evaluation and assessment data
3. Admission applications, enrollment data, and supporting documentation
4. Authorization to release information
5. Financial aid data to include agency information
6. Grades
7. Evaluations and instructor recommendations
8. Documents relating to learner status regarding honors, probation, disciplinary hearing, and suspension

The cumulative record does not contain disability or related information.

Right Of Access To Learner Records

With a judicial order, an appropriate governmental agency may receive information upon proper written notification to the parent, legal guardian, or learner.

Northwest Technical College is a public institution and is required to verify enrollment of specific learners within the institution. Learners who receive special recognition may have their name and/or picture included in a publication.

Access to a learner's records may be subject to any of the following:

1. Learners, parents or legal guardians, certified staff, and classified staff members under their supervision having a legitimate interest have access to all information maintained on a learner pursuant to approved administrative procedures.
2. The learner has access only to his or her own records.
3. Parent or guardian's access is subject to the learner's consent if the learner is 18 years of age or older.
4. Professional personnel shall be available to interpret data as necessary.
5. A legitimate request to see records must be honored within 45 days from the date of request.

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Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>

See [Policy 2130-1-01 Directory Information](#) for additional information on release of learner information.

Purpose

To protect the privacy of learner records

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Registrar/Enrollment Clerks/ Financial Aid personnel	Ensure proper maintenance and review of learner records.
Registrar	Respond to legitimate requests to see a learner’s record and document the request, including date of request, who made the request, and date when record was reviewed.
Dean	Ensure compliance with policy.

Supporting References

Listed below are college document(s) that support this policy:
2130-1-01 Directory Information (Learner)

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).
Family Educational Rights and Privacy Act of 1974 (the “Buckley Amendment”)
Minnesota Government Data Practices Act (Mn Statutes Section 13.01)

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