



**ICR FLORIDA
EDUCATION**

STUDENT RECORDS POLICY

PURPOSE

This policy has been implemented to ensure ICR Florida Education's plan to ensure the student records are securely stored, properly maintained, and in compliance with all regulatory agencies.

RESPONSIBLE AUTHORITY

The responsibility for this policy is vested in the School President.

IMPLEMENTATION

The implementation of this policy is delegated to student services personnel.

APPLICABILITY

This policy applies to the records of all students.

EFFECTIVE DATE

October 1, 2021

POLICY

1. Period of Time Records are Maintained at the Institution.
2. Access to Student Records
3. Orderly and Safe Maintenance of Records
4. Maintenance of Safe Keeping of records
5. Confidentiality of Student Records
6. Discontinuance of the School

1 - Period of Time Records are Maintained at the Institution.

ICR Florida Education maintains adequate and accurate records" for seven years "at its principal place of business,

as required by all applicable state regulations.

The following student records are maintained indefinitely: enrollment agreement, transcripts, and diplomas.

2 - Access to Student Records

Student records are kept confidential and are only accessible by Student Services Personnel, Finances Services Personnel, and the institution's executives depending on the case and student. Faculty only have access to the academic student records that relate to the course being taught. Students may request to review their records or copy of their records at any time. No persons are allowed to view student records outside the school personnel unless the student or graduate has provided written authorization.

3 - Orderly and Safe Maintenance of Records

Hard copy records are maintained in an organized system that assures proper filing and retrieving. Student



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records are kept in a fire-proof locked file cabinet at the Director of Education Office.

4 - Maintenance of Safe Keeping of the Records

The institution reviews quarterly the safekeeping of records, confirming file cabinets, as well as electronic access, are maintained as per policy.

5 - Confidentiality of Student Records

Our institution adheres to the Family Educational Rights and Privacy Act (FERPA) regarding the rights of our students and their educational records.

6 - Discontinuance of the School

In the case the institution was to discontinue its operations, all student records will be provided to the corresponding regulatory office at the Florida State Department of Education.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "Student Services." Revisions to funding require approval by the President and Financial Director.

EVALUATION

This policy is annually evaluated by means of surveys collected from:

- Students and Graduates
- Schools Administrative and Academic Personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be filed along with the typed minutes of the meeting.

REVISIONS



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Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published in the school's Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the *Policies and Procedures Manual* available at the Administrative Office during regular business hours. School personnel receive access to the school's *Policies and Procedures Manual* electronic version during their new employee orientation. This policy is also published on the school's public website.

