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ACCESS TO STUDENT RECORDS POLICY AND PROCEDURES

Student Access to Files and Records

Each student has the right to view any items in their files and may do so by request. This request will be granted within a reasonable amount of time to accommodate the office's schedule. At no time may a student remove any items/articles from their file. The School Director is the official custodian of the records. All records will be maintained for 5 years from the date of graduation or termination from the school and will be kept on campus. The School Director may request other school personnel to assist in answering any questions that students may have regarding the interpretation of the records.

In all cases where access to student education information is requested, except as provided in this policy, a written request to see the files must be made by the student. The School Director, upon receipt of this request, will provide access to review the records at a date and time no more than 48 business hours upon receipt of the request. Students are required to sign a record release form upon enrollment of classes. The student or individuals the student duly authorizes may examine the file in the presence of the School Director and/or another person(s) designated by her/him. The record itself may not be taken from the school premises. However, upon request, one copy of the records shall be provided within a reasonable time at no charge. Additional copies may be obtained at the cost of \$1.00 per page.

If a request from an outside agency for information regarding a student is received, the school will not release any information without the student's express permission. The request must be made in writing, clearly stating the agency requesting the information, and include the student's signature. Only the School Director, Director of Admissions, or his/her designee will be permitted to release information.

Documentation of any correspondence will be placed in the student's file. The school will disclose personal, identifiable information from the records of a student without the written consent of the student to the following parties:

- a. School employees who have a "need to know".
- b. Organizations performing authorized studies or reports for the school.
- c. Individuals who have obtained court orders or subpoenas, or in case of health and/or safety emergencies.

Campus:

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