



## **STUDENT PRIVACY AND ACCESS OF RECORDS POLICY**

STUDENT SUPPORT | 600.601

### **Last Evaluation**

1/4/2024

### **Executive Staff Approval**

2/20/2024

### **Board Approval**

3/20/2024

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### **1. Policy Purpose**

The purpose of this policy is to protect student records in compliance with the Federal Educational Rights and Privacy Act of 1974 (FERPA) and Utah's Government Records Access and Management Act (GRAMA).

### **2. Policy Statement**

In accordance with FERPA, Mountainland Technical College (MTECH) protects student educational records and information from unauthorized disclosure.

### **3. Definitions**

**Educational Record** - Records directly related to a student maintained, in whatever format or medium, by an educational institution or by a party acting for the institution and contain personally identifiable information to a student.

**Transcript** - Records of a student's enrollment at the college and contains, at a minimum, the following information: the program of study, courses or units of study completed with corresponding grades, period of enrollment, and credential awarded, if applicable.

**Program Certificate** - A career and technical education program completion certificate awarded by a technical college that is a Utah System of Higher Education Institution.

**Family Educational Rights and Privacy Act of 1974 (FERPA)** - A United States federal law that governs access to educational information and records.

**Parents** - Under FERPA, a 'parent' includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

**Government Records Access and Management Act (GRAMA)** - A Utah state law that defines and manages access to government records.

#### 4. References

Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99

Government Records Access and Management Act (GRAMA), Utah Code § 63G-2

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#### 5. Policy

GRAMA is a comprehensive law dealing with management of government records, with who is entitled to access those records and with the exercise and enforcement of access rights. It is an attempt to balance the public(s) constitutional right of access to information concerning the conduct of the public(s) business, the individual constitutional right of privacy in relation to personal data gathered by government entities, and the public policy interest in allowing a government to restrict access to certain records for the public good.

Student records are also subject to FERPA, a federal law that ensures:

- 5.1 students will have access to inspect and review their educational records and
  - 5.2 protects the rights of a student to privacy by limiting access to the educational record without express written consent.
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#### 6. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
6/16/2004		
3/4/2016	3/14/2016	3/16/2016
8/28/2017   no changes		
6/19/2018   no changes		
1/9/2023	1/23/2023	3/15/2023
1/4/2024	2/20/2024	3/20/2024