

## Southwestern Oregon Community College

**BP: 8045**

### **EDUCATION RECORDS**

The Board of Education recognizes the importance of safeguarding student education records. Education records are those records maintained by the College, or by a party acting for the agency or institution that are directly related to a student.

It is the policy of the Board of Education to keep education records for students to comply with state and federal laws and regulations.

#### **Non-Education Record Information**

Records kept in the sole possession of the person creating them are not considered education records. These include personal notes, memory aids, and handwritten notes not shared with others.

A copy of this policy and administrative procedure shall be made available to students upon request.

The President or designee shall develop appropriate administrative policies/procedures to implement this policy.

END OF POLICY

#### **Legal Reference(s):**

ORS 341.290(17)

OAR 166-450-0000 to -0125

OAR 589-004-0100 to -0750

Administrative Policies and Procedures:

8045