

## Tri-County Student Records Policy

Tri-County maintains student records for postsecondary programs. The school maintains both temporary and permanent records.

### Temporary Records for Enrolled & Withdrawn Students:

- Copy of application
- Copy of admissions testing results
- Copies of transcripts
- Signature sheet(s) from student handbook
- CPR Certification (*copy of card*) – *If applicable*
- Student health record and immunizations
- Proof of health insurance (*health insurance form and copy of health insurance card*)- *If applicable*
- Proof of Residency (*In-district students*)
- Performance notifications
- Official withdrawal form (withdrawn students only)

*All temporary records will be destroyed after five (5) years.*

### Permanent Records for Graduates & Withdrawn Students:

- Final Summary Transcript

*All permanent records shall be maintained by the school in accordance with Massachusetts State Law.*

### Transcripts:

An unofficial transcript will be issued to the student after graduation and upon request. A copy of the transcript is retained in the student's record or in the electronic student information system. Unofficial transcripts do not include the school's official seal.

Official transcripts are mailed directly or given to the student in a sealed envelope for the purpose of distribution to a school of higher education or an employer. Official transcripts include the signature of the director. Official transcripts are generated upon request from the student.

### Records Access:

Confidentiality is of utmost importance when handling student records and requires limited access in order to maintain confidentiality. Student records may be accessed by postsecondary faculty and staff as required. Financial Aid records may be accessed by the Financial Aid Administrator. In the event that a student or other personnel require access to any of these records they must go through the appropriate responsible personnel.