



**MARION TECHNICAL COLLEGE  
PLANS AND PROCEDURES MANUAL**

**ACCESS TO COURSEWORK –  
TESTING RECORDS**

**EFFECTIVE SCHOOL YEAR: 2022-2023**

REVISED: OCTOBER 2022

A DIVISION OF THE MARION COUNTY PUBLIC SCHOOLS  
AN EQUAL OPPORTUNITY SCHOOL DISTRICT

## MARION TECHNICAL COLLEGE

### ACCESS TO COURSEWORK – TESTING RECORDS

#### I. Accessing / Viewing Student Records:

- A. Right of Privacy – The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student educational records. No student records, reports, or information may be open to inspection, transfer, or may copies be released or disclosed to a third party without prior written consent of the parent/guardian or the adult student.
- B. The parent or legal guardian of a student has the right to inspect, review, or receive interpretation of records and obtain copies of records related to the student.
  1. Divorced parents are entitled to these rights, even if they do not have custody of their child, unless there is a court order or other legal document denying them access to their child’s records. **The parent must provide such documentation.**
  2. When a student has reached 18 years of age, the rights accorded to the parent shall pass to the student. The parent no longer has the right to access the student’s records without a written request from the student and copy of photo ID unless the student is a legal dependent for federal income tax purposes. Parents who have obtained legal responsibility of an adult dependent student shall have access to the student’s records as long as they have supporting documentation.
- C. Upon request to review records, the parent/guardian will be shown only records that relate to their student. When recorded reports include information of other students, the requestor is only entitled to that which pertains to their student. However, a student of any age may request to see his/her cumulative folder.
- D. School volunteers are considered school officials when they are assisting school staff. Volunteers are held to the same confidentiality requirements of contracted employees. Volunteers may work directly with student records.

## II. Requests by Phone

- A. **DO NOT** release identifiable student information to any person, agency, or school over the phone. You have no proof of whom you are talking with.

**NOTE:** The only exception is in the case of a health and safety emergency, which must be handled according to the need of information to meet that specific emergency.

- B. Non-identifiable information may be shared over the phone. For example, you can indicate whether or not you have the requested records in your possession. You can indicate whether or not a student has graduated. You may also give out the graduation date as this information does not personally identify anyone.

## III. Requests in Person:

- A. **NO** student records, reports, or information may be open to inspection or transferred, nor may copies be released or disclosed to a third party **without prior written consent of the parent/guardian or the adult student.** A parent may authorize, in writing, *ANYONE* to receive, review, copy, or inspect their student's records.

**DO NOT** release any identifiable information without verification of whom the person is. Cases of health and safety emergencies must be handled according to the need of the information to meet the emergency.

- B. Always ask for identification, preferably a driver's license. If the person does not have a driver's license, ask for **two** other forms of identification (photo ID, social security card, voter ID card, lease papers, etc.). You may also ask questions from the record such as social security number, addresses, phone numbers, parent's names, etc. *Always be confident that the person is who they say they are!*

#### **IV. Requests from DCF, Police, or Sheriff Dept:**

- A. Marion County Public Schools has an inter-agency agreement with DCF, Ocala Police Department, and the Marion County Sheriff's Office.
- B. *In accordance with the FERPA and the federal regulations issued pursuant to the FERPA, an agency or institution, as defined in F.S. 1002.22, may release a student's education records without written consent of the student or parent to parties to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities, and other signatory agencies. Information provided in furtherance of an interagency agreement is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of the programs and services, and as such is inadmissible in any court proceeding before a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.*
- C. This agreement promotes a coordinated effort among agencies and school staff to achieve maximum safety with the goal of reducing juvenile crime. School personnel are to cooperate with the above mentioned agencies when requests to view records are made. Individuals must provide proper identification and sign the ledger indicating who is viewing the records and for what purpose.
- D. Any other person/agency must have written consent from the parent/guardian or adult student to obtain identifiable information on the student. The only exception is in the case of health or safety emergency. A health or safety emergency includes but is not limited to:
  - 1. The seriousness of the threat to the health or safety of the student.
  - 2. The need for the information to meet the emergency.
  - 3. Whether the requestor is in the position to deal with the emergency and the extent to which time is of the essence in dealing with the emergency.
  - 4. In non-emergency situations, written consent or a subpoena will enable the school to release information/records.

#### **V. Subpoenas/Records Release:**

When a subpoena has been received please verify that it is an actual subpoena and not a records release.

- A. Records Release

## Marion County Student Records Handbook

1. If you have received a records release, make sure that the release has been signed by the parent or legal guardian.
2. The staff member responsible for records should copy the requested records and mail the copies to the attorney.
3. Copies are \$0.15 a page. (normally do one-sided copies)

### B. Subpoenas

1. If you have received a subpoena, locate the Cumulative Folder and Health File, and send to Student Assignment & Records Attn: Jakea Snowden
2. If the record is not in your possession, please forward the subpoena to Student Assignment & Records Attn: Jakea Snowden or the appointed person to handle subpoenas in the Records Department.
3. It is imperative that you do not hold onto the Subpoenas. They are time sensitive!
4. Once the appropriate copies have been made, the records will be forwarded back to your school.