TO: Seattle Central Community College Employees

FROM: Office of the Registrar

RE: CONFIDENTIALITY OF DATA - RELEASE OF STUDENT INFORMATION

As a Seattle Central Community College employee, you may receive inquiries of a personal nature regarding students or prospective students. Before you release any information, be sure that you apply the following guidelines:

First, check to see if student has requested a hold of Directory Information. Registration can confirm this information if you don’t have access to SMS.

If a hold is in place, no information can be provided.

If no hold exists, you may release only the following information, known as Student Directory Information:

- Student’s name
- Email Address
- Enrollment status in the college (i.e., student is registered this quarter).
- Dates of enrollment
- Area of study (i.e., College Transfer, Nursing, etc.).
- Awards granted by the college.
- Participation in official sports activities and
- Weight/height of athletic team members

Release of any other student information is not allowed without signed consent submitted to the Registrar’s office. This includes but is not limited to the following:

- Phone numbers
- Address
- Grades, test results, counseling records, medical history, etc.
- Social security number
- Race/ethnicity, nationality or gender
- Class schedule or classroom location

Access to information contained in students' records and folders is limited to the following:

- College record-keeping personnel specifically assigned to the Registrar’s office

Emergency requests for information should be referred to the Registrar.