

Student Records

Permanent student cumulative files are kept for the benefit of the student and are retained by WDT as required by law. Each student's cumulative record includes the initial application, copies of transcripts from other schools attended, test results, and copies of correspondence.

When a student leaves school, the physical file is kept in its entirety for five years. The transcript is kept on file indefinitely. If a student does not report for classes after having made application, the record is retained for one year and then destroyed.

A student may challenge the accuracy of a record and request that it be changed if the information in that record is found to be inaccurate. If the Student Services Office does not correct or delete inaccurate information, the student may request a hearing with the President and a designated Hearing Committee.

RELEASE OF RECORDS/TRANSCRIPTS

Other than Directory Information, no information in a student's record will be released without written permission of the student. Funding agencies will require their clients to authorize school officials to release academic, attendance, and progress reports to the respective agency.

To request the release of a student's record, the student must sign a release form or submit a request in writing to the Student Services Office. This procedure must be followed each time the student wishes a record or transcript to be released. The student must state the name and address of the person or agency to receive the record and sign the form or request. **No records will be released to or for any student who has not met all financial obligations to the Institute.**

All students receive one (1) official copy of their completed transcript within 30 days of graduation. Additional copies are provided upon payment of transcript fee and a written request from the student. For faxed transcripts, there is an additional fee. A faxed transcript must be followed by an official transcript.

ACCESS TO RECORDS IN THE EVENT OF SCHOOL CLOSURE

In the event of the closure of WDT, all permanent records of students and former students will be maintained by and available from Career and Technical Education, 700 Governors Drive, Pierre, South Dakota, 57501.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Notification of Students Rights

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Eligible students have the right to inspect and review the student's education records maintained by WDT. WDT is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. WDT will charge a fee for copies.
2. Eligible students have the right to request that Western Dakota Tech correct records which they believe to be inaccurate or misleading. If WDT decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if WDT still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, Western Dakota Tech must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows WDT to disclose those records, without consent, to the following parties or under the following conditions:
 - a. School officials with legitimate educational interest;
 - b. Other schools to which a student is transferring;
 - c. Specified officials for audit or evaluation purposes;
 - d. Appropriate parties in connection with financial aid to a student;
 - e. Organizations conducting certain studies for or on behalf of the school;
 - f. Accrediting organizations;
 - g. To comply with a judicial order or lawfully issued subpoena;
 - h. Appropriate officials in cases of health and safety emergencies and;
 - i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

The following items are considered public data/information and may be disclosed by Western Dakota Tech in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone:

- Name
- Affirmation enrollment status
- Campus location

Unless students have officially filed a written request with the school's registrar within seven working days after the first day of registration that disclosure not be made without their written permission, the following items, in addition to those above, are considered public/directory information and may be included in appropriate university/campus directories and publications and may be disclosed by designated staff members in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone:

- School, college, department, program or division
- Dates of enrollment
- Degrees received
- Honors received
- Local address and phone number
- Home address (permanent)
- Participation in officially recognized activities and sports

Western Dakota Tech has the responsibility for effectively supervising any access to and/or release of official data/information about its students. Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students must be used only for clearly-defined purposes, must be safeguarded and controlled to avoid violations of personal privacy, and must be appropriately disposed of when the justification for its collection and retention no longer exists.

For additional information or technical assistance, students or parents may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Students or parents may also write the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901**