

# DISCLOSURE OF EDUCATION RECORDS

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MSJC will disclose information from a student's education record only with the written consent of the student, except to:

1. College officials who have a legitimate educational interest in the records;
  - a. A college official is:
    - A person employed by the college in an administrative, supervisory, academic, research or support staff position;
    - A person elected to the Board of Trustees; or
    - A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.
  - b. A college official has a legitimate educational interest if the official is:
    - Performing a task that is specified in their position description or by a contract agreement;
    - Performing a task related to the student's education;
    - Performing a task related to the discipline of a student; or
    - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
2. To officials of another school or college, upon request, in which a student seeks or intends to enroll;
3. To certain officials of the U.S. Department of Education, the Controller General and state and local educational authorities, in connection with certain state or federally supported education programs;
4. In connection with a student's request for, or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
5. To organizations conducting certain studies for, or on behalf of the college;
6. To accrediting organizations to carry out their functions;
7. To comply with a judicial order or a lawfully issued subpoena;
8. To appropriate parties in a health or safety emergency.

## Record of Request for Disclosure

MSJC will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.