

Protocol 1057 Responsibilities for Education Records Privacy and Release

Protocol Number: 1057

Effective Date: 06/01/2016

Revised Date: 11/09/2020; 07/30/2025

Protocol

GSSIMR conforms to standards established and accepted in higher education to protect the privacy of education records and provide rights to students and their families with regard to access and privacy of academic records. Policy 930, "Education Records Privacy and Release" provides additional information. The policy is designed to protect the privacy of education records of students who are currently or formerly enrolled.

To fulfill GSSIMR's responsibilities and requirements for training and adherence to Policy 930, "Education Records Privacy and Release," the Associate Dean for Administration and Registrar oversees and/or carries out the following tasks:

- Schedules new employees of a Stowers Group of Companies (SGC) entity or a contractor in administrative, supervisory, academic, research, or support staff positions to complete online training and a quiz; assures successful completion of the training and quiz within the allotted time period; and keeps records of all who have successfully completed training
- During orientation, provides new students with a printed copy of Policy 930; explains the policy, including students' rights, directory information, and release of information; and invites students to contact the Associate Dean for Administration and Registrar if they need more information or want to restrict directory information
- Schedules the GSSIMR Board to complete annual training on Education Records Privacy and Release at a board meeting each year
- Posts a printed copy of Policy 930 on a bulletin board in the GSSIMR area
- Annually posts a reminder of Policy 930 on Helix, the SGC intranet site
- Answers questions or inquiries about records or related topics
- Sets up paper and electronic record systems that adhere to the responsibilities and requirements of Policy 930 and restricts access to records accordingly