



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.