

Policy Regarding the Release of Confidential Placement Testing Information to High School Officials

Introduction

The Family Educational Rights and Privacy Act of 1974 (FERPA) gives students access to their educational records and protects student's privacy by limiting access to these records. However, while FERPA does limit the individuals and organizations that may have access to a student's records, it does give colleges the authority to disclose educational records, or personally identifiable information from such records, to educational agencies conducting studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction.

Procedure For Requesting Release of Confidential Educational Records

The Principal or Superintendent must submit a written request to the College's Records Access Officer (Raymond Rienecker, College Registrar, Suffolk County Community College, 533 College Road, Selden, NY 11784) which includes the following information:

1. the reason for the request, including the purpose and description of the proposed study;
2. assurance that the study will be conducted in such a manner so as to not permit the personal identification of students by persons other than official representatives of the school or school system; and
3. an agreement that the information provided will be destroyed when it is no longer needed for the purpose for which it was requested.

Upon receipt of the requested information, the Records Access Officer will determine whether or not the request complies with FERPA's requirements as outlined above. If the request is in compliance, the College will forward the following information:

- a. name, social security number, and date of graduation of all students admitted during the most recent fall semester from the high school in question;
- b. the placement of each student in reading, English, and mathematics as a result of the College's placement testing procedures; and
- c. a summary placement report for both the high school and all entrants to Suffolk County Community College for the fall semester in question.

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