



Student Records Plan

The Institution's Student Records Plan has the purpose to ensure students records are stored and properly maintained, assuring students confidentiality, and in compliance with all regulatory agencies.

RESPONSIBLE AUTHORITY

School Director

INSTITUTION'S PERSONNEL THAT FOLLOW-IMPLEMENT THIS PLAN

School Director, Admissions, Student Services, Placement, Financial Services, Academics

POLICY

- Period of Time Records are Maintained at the Institution
- Access to Student Records
- Orderly and Safe Maintenance of Records
- Maintenance of Safe Keeping of records
- Confidentiality of Student Records
- Discontinuance of the School

Period of Time Records are Maintained at the Institution

Our institution maintains adequate and accurate records" for seven years "at its principal place of business within this state in a manner and form prescribed by the commissioner and shall be made available to the department upon request.

Students' permanent records are maintained for twenty years, considering permanent records: the certificate of completion.

Access to Student Records

Student records are kept confidential and are only accessible by Student Services Personnel, Finances Services Personnel and institution's executives depending on the case and student in consideration.

Orderly and Safe Maintenance of Records

Records are maintained in an organized and systematic manner, which assures proper filing and retrieving, as well as provide the proper security measures. Student records are kept in a fire-proof locked file cabinet and/or secured cloud-based server.

Safe Keeping of Student Records

The institution reviews, on a quarterly basis, the safe keeping of records, confirming file cabinets, as well as electronic access are maintained as per policy.

Confidentiality of Student Records

Our institution adheres to the Family Educational Rights and Privacy Act (FERPA) regarding the rights of our students and their educational records.



Discontinuance of the School

In case the institution was to discontinue its operations, all student records will be provided to the corresponding regulatory office, Texas Workforce Commission.

EQUIPMENT AND TECHNOLOGY

The school is equipped with internet, computers, printers and a secured cloud-based server.

EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS

The equipment for this plan is a responsibility of the School Director, who coordinates any repairs, purchases or updates required. Expenses for equipment repair, maintenance, replacement are included in the budget allocated to the Academic department. Such requests are to be made directly to the School Director and will be dealt with accordingly.

BUDGET

This policy budget is allocated under the line item "Student Services"

EVALUATION

This policy is evaluated:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meeting
- Annually at the Institutional Advisory Committee meeting
- By students through the student surveys
- By employees and faculty through the employee survey

PROGRAM EFFECTIVENESS

Student and employee survey's information collected is presented at the following meetings where actions are taken when necessary to improve this department's effectiveness:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meetings
- Annually at the Institutional Advisory Committee meeting

POLICY AVAILABILITY

Policies and procedures as well as all publications are available for review, comments and suggestions by administrative staff, faculty, students and advisory members, and public in general at our public website: www.thehealthcareinstitute.com.