

Providing Records to Third Parties

The policy of Coastal Alabama Community College is to refuse access to student records to third parties without the written consent of a student except as provided within the preceding General Policy and Directory Information paragraphs. Any records pertaining to a student, which are not excluded by the provisions of the paragraph titled Definition of Educational Records, shall be released upon receipt of that student's written requests directed to the proper records official specifying the records to be released, the reason for such release, the person to whom the records are to be released, and whether a copy thereof is also to be furnished the student.