

# Privacy of Records

LRCC does not provide access to, or release of, any personally identifiable records or files to any individual, agency or organization without prior written consent of the student except as follows. The President, Vice Presidents and Registrar shall have unlimited access, without permission, to all student records. They may release information without prior written authorization of the student in the following circumstances:

- To officials and teachers within the College who are directly involved in a legitimate, educational matter with the student.
- To authorize Federal and State offices as identified in Section 438(b) (3) of Public Law 93-380.
- To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of any person.

Students requesting their parent(s) to have information about any aspects of their progress at the college, must sign a Release of Student Information form, which can be obtained from the Registrar's Office.