

Records of Deceased Students Procedure	Procedure Number	3.4.3P
	Effective Date	January 24, 2012

1.0 PURPOSE

In accordance with Board Policy 3.4 Student Records, the purpose of this procedure is to outline our compliance with federal and state law and provide guidance on records disclosure not covered by federal and state law as they pertain to the Records of Deceased Students.

2.0 REVISION HISTORY

Adopted on: 1/24/12

3.0 PERSONS AFFECTED


Students and their families, College personnel who keep records on students and their families, Institutional Research, and College officials as defined in this procedure.

4.0 DEFINITIONS

- A. *Student* – Any person who attends or has attended Laramie County Community College.
- B. *Education Records* – Directly related to the student and are maintained by the institution or by a party acting for the institution.
- C. *Directory Information* – May include: name, e-mail address, dates of attendance including whether or not currently enrolled, enrollment status (full time or part time), photographs of the student, participation in an officially recognized activity or organization, degree(s) awarded, awards received, and major field of study.
- D. *Non-Directory Information* – All other information in a student’s educational record; Some examples include: social security and student ID numbers; transcripts and grade reports; race, ethnicity, and/or nationality, and gender.
- E. The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, is not applicable to deceased students, however, for this procedure only, the above definitions are borrowed from the act for consistency.

5.0 PROCEDURES

Laramie County Community College (LCCC) will release information that is designated by the College as directory information of deceased students. It is LCCC’s policy not to release the non-directory education records of deceased students without written authorization from either the personal representative (executor/executrix), parents, child, and/or spouse of the deceased student for a period of ten (10) years following the death of the student unless required by law. Proof sufficient to establish death and the relationship to the deceased student, to be determined at the sole discretion of the custodian of the record, are required for the release of any deceased student’s education records. After the proscribed period of time, access to the deceased student’s educational records will be determined by the custodian of record on a case-by-case basis and in accordance with applicable federal, state and local law.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Grant W. Wilson, Student Services Interim Vice President	11/22/11
Approval by President's Cabinet		1/24/12
Approval by President		1/24/12