Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The college will release information in student education records to appropriate school officials when there is a legitimate educational interest.

Educational data are those records directly related to a student and maintained by North Hennepin Community College. Educational data include, but are not limited to admissions materials, financial aid records, transcripts, class lists, class schedules, graded exams or papers, records of disciplinary proceedings, photographs, work study records and more. Educational records do not include:

- 1. financial records of the student's parents or guardian;
- 2. confidential letters or statements of recommendation placed in education records before January 1, 1975, or after January 1, 1975, if the student waived right of access;
- records of instructional personnel that are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker and are destroyed at the end of the school year;
- 4. records of law enforcement units (if law enforcement unit is a separate entity and the records are maintained exclusively by and for law enforcement purposes);
- 5.

employment related to status as a student, such as work study) and not available for use for any other purpose;

- 6. medical and psychological treatment records that are maintained solely by the treating professional for treatment purposes;
- 7. records that only contain information about a student after that individual is no longer a student at the institution (alumni data).

- 6. Tribal ID
- 7. Government Visa
- 8. Permanent Resident ID
- 9. Naturalization ID
- 10. Certificate of Otizenship
- 11. Federal Work Permit
- 12. Mexican OD card
- 13. Valid International Passport

Diversity, Equity, and Inclusion Committee Review:	October 7, 2019 October 18, 2019
Campus Community Review Period:	October 21, 2019 November 4, 2019
AFSOME Review:	December 4, 2019
MAPE Review:	December 4, 2019
MMA Review:	December 4, 2019
Shared Governance Council Review:	December 22, 2019
Student Senate Review:	December 5, 2019
Interim President Jeffrey Williamson Approval:	February 27, 2020
Campus Community Dissemination:	September 22, 2020

Formerly NHCC V.02.08, adopted 15-Apr-2008 Revised Spring 2012 Revised Spring 2017 Revised Fall 2019, added directory information released to LeadMN; approved by Provost Jesse Mason by proxy for Interim President Jeffery Williamson.