



Clatsop Community College

Student Request to Inspect Education Records

A current or former student must request to access their education records with CCC in writing. The request must be mailed or emailed as an attached PDF to the attention of Clatsop Community College Registrar.

CCC Student ID/Social Security Number

Dates of Attendance

Last Name (At time of Attendance)

First Name

M.I.

Date of Birth

Mailing Address

City

State

Phone Number

Email

I wish to inspect my education record(s) maintained in the following office(s):

Note: Requests submitted in the body of an email or submitted without a signature are invalid.

1) The request, whether valid or invalid, will be acknowledged by the College via email to the address provided. For valid requests, the 45 calendar day window will begin on the day following the business day that the request was received.

2) The College Registrar will gather the relevant education records in the College's possession as of the date of the request, check for compliance with FERPA and make any necessary redactions, as described above.

3) Records will be gathered as of the request date, meaning that any additional education records added to the record after the date of the valid request will require an additional valid request to inspect and a new time period will commence for those records.

4) The student will be notified by email that the records are ready for inspection, stating the dates and times on which the records will be made available in the Registrar's Office on the main campus. Based on current staffing and available resources, students should expect dates to be offered near the end of the 45-day period.

5) If students choose not to attend during the time assigned under section 6, the request will be closed and students are invited to make a new request.

Student Signature _____ Date _____

Submit completed form:

In person: Student Services Welcome Center, Columbia 109 ♦ (503) 338-2411

Mail: Welcome Center, Clatsop Community College, 1651 Lexington Ave, Astoria, OR 97103

Email: registration@clatsopcc.edu

Non-Discrimination Declaration

It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Leslie Hall, Affirmative Action/Gender Equity (Title IX) Officer, Towler Hall, Suite 110, lhall@clatsopcc.edu(link sends e-mail) 503-338-2450; TDD 503-338-2468. The Title II/Section 504 Coordinator, Lisa Deneen, is located in Towler Hall, Suite 312B, ldeneen@clatsopcc.edu(link sends e-mail) 503-338-2474.

Accommodations

Persons having questions about or a request for special needs and accommodation should contact JoAnn Zahn, Vice President of Finance and Operations, at Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, jzahn@clatsopcc.edu(link sends e-mail) Phone (503) 338-2421 or TDD (503) 338-2468. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

Declaración de no-discriminación

Es la política de Clatsop Community College que no habrá ningún tipo de discriminación o acoso por razón de raza, color, sexo, género, estado civil, religión, origen nacional, edad, orientación sexual, identidad de género o expresión discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Leslie Hall, Oficial de Acción Afirmativa / Título IX localizado en Towler Hall número 110, lhall@clatsopcc.edu(link sends e-mail) número de teléfono 503-338-2450, TDD (discapacidad auditiva) 503-338-2468. El Coordinador de la Titulo II/Sección 504, Lisa Deneen, se encuentra en Towler Hall, numero 312B, ldeneen@clatsopcc.edu(link sends e-mail) número de teléfono 503-338-2474. Para ADA y otras peticiones de servicios llame al 503-338-2474 o para TDD (discapacidad auditiva) 503-338-2468.

Ayuda a personas discapacitadas

En cuanto a las personas discapacitadas, se les pide que se comuniquen con JoAnn Zahn, la Vice Presidente de Finanzas y Operaciones en Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, jzahn@clatsopcc.edu (link sends e-mail) número telefónico (503) 338-2421 o a TDD (503) 338-2468. Haga el favor de notificar a la oficina para que se le pueda proporcionar apoyo. La comunicación debe tomar lugar por lo menos dos días de trabajo antes del evento por el cual se requiera tal ayuda. Para más información, vea la página Web de Clatsop Community College bajo Información en Español.