

## College Operating Procedures (COP)



**Procedure Title:** Release of Student Information  
**Procedure Number:** 03-1712  
**Originating Department:** Provost/Vice President of Academic Affairs

**Specific Authority:**

Board Policy  
Florida Statute  
Florida Administrative Code

**Procedure Actions:** Adopted: 7/24/09

**Purpose Statement:** This procedure describes the conditions under which the Registrar will release protected, student information to an officer of the court

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**Guidelines:**

This policy identifies the conditions under which and the parties to whom the College will release student information without the student's prior written consent

**Procedures:**

**Release of Student Information**

The College may, without the written consent of the student, release information from the student's education record to a court of competent jurisdiction in compliance with a court order of that court or to the attorney of record pursuant to a lawfully issued subpoena, provided that in advance of compliance with the court order or subpoena the College will notified the student. A student who objects to the release of their records must file a motion to invalidate the court order or subpoena, and provide the College with copies of the relevant legal documents. All releases of student information are made in compliance with state and federal regulations.