

Policy No:	ACA-POL-0023
Policy Title:	Policy on School Records
Implementation Procedure:	Request for School Records (ACA-PROC-0013)
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 – Present
Page Number:	Three (3)
Office of Origin: (Policy Expert)	Office of the Registrar Registrar
“Supersedes” Notification:	None
Purpose of Policy:	This policy shall govern request and issuance of school records.
Detailed Policy Statement:	<ol style="list-style-type: none"> <li>1. School records as defined in this policy shall refer only to the following: <ul style="list-style-type: none"> <li>• Certificate of enrollment</li> <li>• Certificate of graduation</li> <li>• Certificate of language of instruction</li> <li>• True copy of grades (TCG)</li> <li>• Transcript of records (TOR)</li> <li>• Diploma</li> <li>• Registration Form (RF)</li> <li>• Course description</li> <li>• Certificate of good moral character</li> </ul> </li> <li>2. The school record shall be released upon the request of the student, provided, that; <ul style="list-style-type: none"> <li>• the student has accomplished the clearance requirement,</li> <li>• the student has no unsettled obligation,</li> <li>• the student is under suspension, or</li> <li>• expulsion imposed by the CHED</li> </ul> </li> <li>3. The Office of the Registrar shall only be the office authorized to keep, accept request, and release requested school records.</li> <li>4. The Office of the Guidance and Counseling shall only be the office authorized to keep, accept request, and release psychological tests and other related reports.</li> <li>5. The Office of the school Clinic shall only be the office authorized to keep, accept request, and release student health records.</li> <li>6. The following records are considered confidential and shall only be released to the student concerned or his parents if he is still a minor, or an adult but still enjoying parental support. <ul style="list-style-type: none"> <li>• Admission credentials</li> <li>• Grade reports</li> <li>• Records of disciplinary sanctions</li> </ul> </li> <li>7. In case of conflicting claims between the mother and the father over the release of school records, these shall be released to the parent with whom the school has privity of contact.</li> <li>8. School records shall only be released to representatives in the following condition: <ul style="list-style-type: none"> <li>• If the representative is designated in writing (authorization letter) by the student or graduate</li> <li>• Released to a court of law upon receipt of a duly issued subpoena duces tecum, or when public safety requires it.</li> <li>• In case of transferee, upon receipt of the return portion of the certificate of Transfer eligibility after the student has been accepted in another school. These include prospective employers checking the academic records of applicants.</li> </ul> </li> <li>9. An authorization letter shall only be allowed to a specific request of school record. If multiple school record is requested, multiple authorization letters are required.</li> <li>10. An authorization letter to be valid should contain the following: <ul style="list-style-type: none"> <li>• The name, date of birth, period of stay in school, course and date of graduation (if applicable), and the reason why the student cannot apply for the records personally</li> <li>• Full name of the representative and relationship with the student or graduate</li> </ul> </li> </ol>

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	<ul style="list-style-type: none"> <li>The school record requested, number of copies, and purpose of the request</li> <li>Attached sufficient proof of identity of the student and the authorized representative</li> </ul> <p>11. School records, as a transfer credential must be signed by the Registrar and issued not later than two (2) weeks after the filing of the applicant for transfer.</p>
Applicability:	Applicable to all students from basic education to graduate school.
Policy Approval Authority:	Registrar
Related Policies or References	<ul style="list-style-type: none"> <li>Student handbook</li> <li>Manual of regulations for private higher education</li> </ul>
Definition:	<p>Certificate of enrollment – is a certification issued that a student is officially enrolled at the time of the request.</p> <p>Certification of graduation – is a certification issued that a student has completed all requirements for graduation and is only waiting for the release of special order (SO) number from CHED for inclusion in the TOR and Diploma.</p> <p>Certificate of language of instruction – is a document certifying the language of instruction used in a particular course or the college in general.</p> <p>True copy of grades (TCG) – is a document of the statement of grades obtained by the student during his inclusive period of attendance in the Colegio. If transferee, a certified true copy of the TOR from the originating school shall be included.</p> <p>Transcript of records (TOR) – is a document of the statement of grades obtained by the student during his inclusive period of attendance in the Colegio. If transferee, a certified true copy of the TOR from the originating school shall be included. This document shall bear the student's date of entry, date of graduation (if applicable), degree obtained, and special order (S.O.) number (if applicable) issued by CHED.</p> <p>Diploma – is a document certifying that the student has graduated from an academic program recognized by the CHED.</p> <p>Registration Form – is document containing the course and schedule enrolled by a student in a particular term.</p> <p>Course description – is a document stating the lessons, topics, laboratory requirement (if applicable), contact hours, and credit units of a particular course or courses of an academic program.</p> <p>Certificate of good moral character – is a certificate issued in favor of a student that he has not been subjected to any disciplinary sanction during his stay in the Colegio.</p>
Prepared by:	Planning, Funding, and Development Office
Approved by:	<p>_____</p> <p>Dr. Maria Victoria Rosas</p>
Date Approved:	