Student Records

Any current or former student at TCR is provided access to their records in compliance with the requirements of the Federal Family Educational Rights and Privacy Acts of 1974 (Public Law 93-380). In the event that the records are inaccurate, misleading, or otherwise in error, a student may make a written request for a hearing to correct those records.

The following items are considered to be directory information, and may be disclosed by TCR without consent: a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. A student may refuse to permit the release of directory information by submitting a written notice of refusal to the Student Services office within the first ten days of a quarter/semester.

In general, TCR will not disclose personally identifiable information from the student's record to any individual without a written release from the student. However, TCR may disclose personally identifiable information from a student's records to the following people/agencies without prior written consent:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Reviewed: June 2, 2026 by TCR Administration