

Policy Regarding the Release of Confidential Placement Test Results

1. Purpose of Policy: To protect the confidentiality of placement test results.

The Principal or Designated Representative of the college is required to disclose placement test results to parents of students who are currently attending classes at the college. The college's current policy regarding the release of placement test results is as follows:

1. The reason for the request, including the purpose and description of the request;
2. Assurance that the family will be notified in writing in advance of any possible placement test results, and that the family has been notified of the college's policy regarding the release of placement test results;
3. Assurance that the family has been notified in writing in advance of any possible placement test results, and that the family has been notified of the college's policy regarding the release of placement test results.

Upon receipt of the request, the college will review the request and determine if the request is in compliance with the college's policy regarding the release of placement test results. The college will forward the following information:

- a. a copy of the student's placement test results, including the student's name, the student's date of birth, and the student's date of placement test results;
- b. the placement test results in writing, English, and translated to a form of the college's parent testing procedures; and
- c. a summary placement report for both the high school and all entrants to Suffolk County Community College.

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