

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 file a copy of the College's Internal Access Control Agreement, Student's Placement Testing Results Summary, College's Strategic Plan, Policy, 10/1/2014 with the body as follows:

- i. the reason for the request, including the purpose and description of the request;
- ii. assurance that the body will be restricted to such a request to obtain only the specific information for which the request has been made (including any data used in internal systems); and
- iii. the request will be approved only if the request complies with all other policies needed for the request to be approved.

Upon receipt of the request, the college's Designated Representative will determine whether or not the request complies with the college's policies, and if not, the college will deny the request. The college will forward the following information:

- a. name, social security number, and date of birth of the student;
  - if confirmed, please do not write social security from the high school in question.
- b. the placement of each student in reading, English, and mathematics as a result of the college's placement testing procedures; and
- c. a summary placement report for both the high school and all entrants to Suffolk County Community College.
  - See the Internal Access Control Policy.

June 14, 2018