

## **PROCEDURES**

### **STUDENT COURSEWORK, TESTING, AND RECORDS ACCESS PROCEDURES**

Southern Hills CTC student's coursework and testing records are maintained in accordance with Board Policy #8330 Student Records. The Board Policy can be found on the school website [www.shctc.us](http://www.shctc.us). Students may request a copy of their transcript by contacting the Post-Secondary Secretary. Transcripts will be available within 2 weeks of request. Student transcripts are kept in two formats: a paper transcript in the student file and an electronic transcript on the cloud based storage.