

Student Records & Privacy Policy (FERPA Aligned)

Purpose: To ensure the strict confidentiality and security of all trainee demographic, academic, and financial data.

Policy Guidelines:

- **Data Security:** All physical records (if applicable) are secured in locked administrative cabinets. All digital records, including transcripts, Enrollment Agreements, and grade rosters, are maintained on a secure, password-protected cloud server accessible only by the Executive Director.
- **Information Release:** PTM Academy strictly protects student data. Academic records, attendance logs, and performance metrics will not be released to any third party (including prospective defense contractor employers) without the explicit, written consent of the trainee.

Permanent Record Retention Policy

Policy Statement:

PTM Academy is committed to maintaining accurate, permanent records for all trainees who complete our certification programs. In compliance with state regulations regarding vocational training institutions, PTM Academy will permanently retain official academic transcripts and certificates of completion for every graduate.

Scope of Retention:

The following documents are classified as permanent records and will be maintained indefinitely:

- **Official Academic Transcripts:** Comprehensive records of coursework, modules completed, assessment results, and final grades.
- **Certificates of Completion:** Formal documentation verifying the successful completion of specific training programs (e.g., Proposal Management-Technical Writing, Item-Supply Chain Management).

Trainee Access & Requests:

PTM Academy recognizes the importance of these documents for professional development and employment. Trainees maintain the right to request copies of their permanent records at any time.

- **How to Request:** To obtain a copy of your transcript or certificate, please submit a written request via email to the Lead Project Director.
- **Verification:** For security purposes, please include your full name, cohort number (if known), and the approximate year of completion in your request.
- **Fulfillment Timeline:** Once identity is verified, PTM Academy will provide digital or physical copies of the requested documents within 10 business days.

Data Security:

All permanent records are stored in a secure, backed-up digital archive protected by controlled access protocols. This ensures that student privacy is maintained while guaranteeing the integrity and availability of the records for future audits and individual requests.