

# Copy Policy

Students are encouraged to maintain copies of health, medical, or related information which may be in the PN Division's files and needed by the student for future reference; for example, TB skin test results, immunization records, acceptance letters. This must be done prior to submitting document(s) to the PN office. Copies may be made at the student's expense in the Learning Resources Centers on both the Wallace and Sparks Campuses. The PN office will not make copies of any items in your student file.

The PN office will not release health, medical, or related information in a student's file to any persons or agencies for employment or personal needs.