

PROCEDURE 2.35.0: ACCESS AND DISSEMINATION OF INFORMATION

Announcements on procedures for closing school or canceling classes due to inclement weather or other emergencies are approved by the president or his/her designee.

Upon approval of Marketing, announcements may be shared/posted campus wide. Announcements from/by outside agencies or special interest groups must be approved by Marketing or the office of the president.

When college announcements are made by phone or texts, the following delivery systems are used:

SANDBURG EMERGENCY ALERTS

The college will send notifications to student's, staff's and faculty's home phone, mobile phone and email addresses in the event of a college closure, emergency or security alert. Recipients pay no fees for the service, other than any regular fees associated with text messaging services by their provider.

SANDBURG COMMUNICATION

The college may send automated notifications to students via text, phone and Sandburg email address regarding informational items such as class cancelations and tuition due notifications. Permission to text/call a student with an automated message is obtained on the college's application for admission. For currently enrolled and returning students, permission to text/call with an automated message is obtained at the point of registration. The student can change their permission status at any time.

This permission doesn't extend to emergency notifications. The college can call, send text messages and email without permission in the event of a college closure, emergency or security alert.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

People can request inspection and/or copying of public records in accordance with the provisions of the Illinois Freedom of Information Act (FOIA), ILCS 140 by submitting a request on Sandburg's website at sandburg.edu/foia. The request will be fulfilled within five business days unless the college and the requestor reach agreement on a longer timeframe.

Information or records requested and approved for release may be inspected at the college offices 8 a.m.-4p.m., Monday-Friday, except on designated holidays.

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