

# Records

The Registrar's Office is responsible for the maintenance of the educational records at NMJC. This includes, but is not limited to, student transcripts. The following information refers to some of the policies and procedures for educational records. Note: Proper photo identification (driver's license, NMJC ID card, passport or other state or federal issued identification) is required for all in-person transactions.

NMJC's policy for maintaining confidentiality of student academic records is in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA, O.L. 93-380, 512). For more information about FERPA, refer to the [Academic Policies](#) section.

**Contact Information:** Registrar's Office, 575.492.2573