

**ACADEMY OF HEALTH SCIENCES
FORT SAM HOUSTON, TEXAS 78234
RECORD OF STUDENT COUNSELING
(SEE REVERSE FOR PRIVACY ACT STATEMENT)**

(For use of this form, see AMEDDC&S Reg 351-18, the proponent is MCCS-HB)

COURSE NUMBER AND TITLE:				
LAST NAME:		FIRST NAME:		MI:
GRADE/RANK:	SSN:	MOS:	AGE:	
MARITAL STATUS:		EDUCATION LEVEL:	LENGTH OF SERVICE:	
RA:	RESERVE:	SERVICE OBLIGATION:		

DATE	REMARKS	SPECIAL ACTION
	<p>Soldier has been informed of the counseling requirements of U.S. Army medical Department Center and School Regulation 351-18 and the counselor's role to provide counseling and guidance for students with academic, performance, or personal problems which affect the student's academic proficiency.</p> <p>Soldier has also been informed of the requirements of this course, written exams, critical tasks, performance checklists, pass/fail determinants, reteach/retest procedures, and relief/new start procedures.</p> <hr style="width: 80%; margin-left: auto; margin-right: auto;"/> <p style="text-align: center;">(Counselor's Signature)</p>	<hr style="width: 80%; margin-left: auto; margin-right: auto;"/> <p style="text-align: center;">(Counselee's Signature)</p>

ACADEMY OF HEALTH SCIENCES
FORT SAM HOUSTON, TEXAS 78234
RECORD OF STUDENT COUNSELING CONTINUATION SHEET
(SEE REVERSE OF AMEDDC&S FORM 123 FOR PRIVACY ACT STATEMENT)
(For use of this form, see AMEDDC&S Reg 351-18, the proponent is MCCS-HB)

PAGE _____ OF _____ PAGE(S)

COURSE NUMBER AND TITLE:

LAST NAME:

FIRST NAME:

MI:

GRADE/RANK:

SSN:

MOS:

DATE	REMARKS	SPECIAL ACTION

PRIVACY ACT INFORMATION

1. The system is located at the Academy of Health Sciences, Fort Sam Houston, Texas 78234, and the system manager is the Commander, U.S. Army Medical Command, Fort Sam Houston, Texas 78234.
2. Resident, distance learning, and correspondence students enrolled in courses at the Academy of Health Sciences are covered by the system.
3. Categories of records in the system. Student's name, SSN, grade/rank, academic qualification, progress reports, academic grades, ratings attained, aptitudes, and personal qualities, including corporate fitness results; faculty board records pertaining to class standing/rating/classification/proficiency of students; class academic records maintained by instructors indicating attendance and progress of class members.
4. Authority for maintenance of the system. 5 U.S.C. 301 and E.O. 9397.
5. Purpose(s). To determine eligibility for enrollment/attendance, monitor student progress, record accomplishments, and serve as record of courses which may be prerequisite for other formal courses of instruction.
6. Information may be disclosed to colleges or universities or medical institutions which accredit the Academy's instruction.
7. Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:
 - a. Storage. Paper records, microfiche, magnetic tape, and/or disc, and the Army Training Requirements and Resources System.
 - b. Retrievability. By individual's name, SSN, student number, and/or class number.
 - c. Information is accessed only by individuals having need therefore in the performance of their duties; automated data are protected further by assigned passwords.
 - d. Academic records are maintained 40 years at the Academy of Health Sciences. Except for the master file, automated data are protected further by assigned passwords.
8. Individuals seeking access to information about themselves contained in this system should address written inquires to the Registrar, Department of Academic Support, Academy of Health Sciences, Fort Sam Houston, Texas 78234. Inquirers should furnish full name, SSN, date attended/enrolled, current address, and signature.
9. The Army's rules for accessing records, for contesting contents, and appealing initial agency determinations are contained in Army Regulation 340-21 (32 CFR, Part 505); or may be obtained from the system manager.
10. Record source categories. From the individual; Academy of Health Sciences' staff and faculty.
11. Exemptions claimed for the system: None.

(SIGNATURE)

(DATE)