

Statement of Understanding on Use of Student Records

It is imperative that each employee understand and accept the responsibility of working with confidential student records. The Family Educational Rights and Privacy Act (FERPA) mandates that student academic records are to be kept in confidence. Normally, non-directory information cannot be disclosed to a third party without the student's written permission. Unless written permission is obtained, the discussion, use, or access of student records is limited to job-related, legitimate educational interests. The security required for the processing and maintenance of student records extends to the use of computer records as well as paper and microfilmed records. Student information entered in any computer data base must not be altered or falsified in any manner, and the use or access of these records must be limited to job-related, legitimate educational interests. Some examples of inappropriate use of student records are:

1. Discussing any student record with any person without a legitimate educational interest. This pertains to discussions on or off the job.
2. Removing any document from the office for non-business purposes. Confidential student academic records should not be taken home.
3. Accessing or reviewing a student academic record without a legitimate educational interest (need-to-know).
4. Releasing any non-directory* student information to any individual (including parents) without the student's written permission.
5. Releasing any non-directory* student information to any student or university organization without the student's written permission.
6. Leaving reports or computer screens containing confidential student information in view of others who do not have a legitimate educational interest in the data.
7. Making personal use of the student information.
8. Allowing another person to use your computer access code.
9. Leaving your computer terminal unattended if "logged on" to a student database past the point of sign-on and security procedures.

Any unauthorized use or misuse of confidential student records is grounds for dismissal from the institution.

I understand and acknowledge my responsibilities when accessing confidential student records.

Print Name: _____

Signature: _____

Date: _____

*The only information which can be released to a third party without student permission is directory information. Directory information includes the student's name, dates of attendance, degrees granted, date of degrees, college, major, classification, campus and permanent address, and phone numbers.

Special Note: If the student has requested a restriction of their information even directory information cannot be released.