To be allowed access to student records, you must carefully review the material presented in this document. Maintaining confidentiality of student records is everyone's responsibility whether you are faculty, staff or a student.

**What is FERPA?**
FERPA stands for Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). Passed by Congress in 1974, the Act grants four specific rights to the adult student:

- the right to see the information that the institution is keeping on the student;
- the right to seek amendment to those records and in certain cases append statement to the record;
- the right to consent to disclosure of his/her records; and,
- the right to file a complaint with the FERPA Office in Washington.

**What is a student educational record?**
Just about any information provided by a student to the college for use in the educational process is considered a student educational record:

- Personal information
- Enrollment records
- Grades
- Schedules
- Grades
- Schedules

The storage media in which you find this information does not matter. Student educational record may be:

- A document in the Registrar’s office
- A computer printout in your office
- A class list on your desktop
- A computer display screen
- Notes you have taken during an advisement session

**What are the basic rules?**

- Student educational records are considered confidential and may not be released without the written consent of the student.
- As a faculty, staff member or student worker, you have a responsibility to protect educational records in your possession.
- Some information is considered public (sometimes called "Directory Information"). This information can be released without the student's written permission. However, the student may opt to consider this information confidential as well. Directory Information is: name, dates of attendance, degrees received, major program, height and weight of athletes.
- You have access to information only for legitimate use in completion of your responsibilities as a college employee. Need to know is the basic principle.
- Do not release ANY information until you talk to the Registrar.

**PLEASE READ AND SIGN AS YOUR ACKNOWLEDGEMENT OF RECEIPT OF THIS INFORMATION**

- I acknowledge receipt of the above information regarding the Family Educational Rights and Privacy Act.
- I understand that I am responsible for knowing and following the information above.
- I understand that if I have any further questions I can contact my supervisor or a representative in the Human Resources department.

___________________________  _________________________________  ______________
Employee’s Printed Name  Employee’s Signature  Date

November 2012