

## Statement of FERPA Understanding

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Name

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ID#

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Department

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Supervisor Name

The *Family Educational Rights and Privacy Act of 1974 (FERPA)* is a federal law that protects the privacy of a student's educational records. It applies to all educational agencies or institutions that receive funds under applicable programs administered by the U.S. Department of Education. An education record is any record that contains information directly related to the student including personally identifiable information such as student name, student ID number, or personal characteristics, grades, GPA, class schedules, class roster, a computer screen, a computer printout, or notes taken during an advising session.

Education records can exist in any medium including: typed, computer generated (monitor screen), video, microfilm, microfiche, email, notepad, and others. Student education records are considered **confidential** and information contained in those records may not be released without written consent of the student, unless it is directory information or falls within a specific exceptions outlined in FERPA. All employees, including student workers, have the responsibility to protect education records in their possession. Student information may be accessed only for legitimate educational use. FERPA rights begin the first day of the first term in which the student registers. FERPA rights transfer from the parent to the student when a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age.

The same principles of confidentiality that apply to paper records also apply to electronic data. It is very important that employees protect the confidentiality of their ID number, as well as their usernames and passwords.

All faculty, staff, and student workers must adhere to the following rules:

- Only access information consistent with express authorization and job duties or responsibilities.
- Do not use another person's system/user ID/password/data without permission.
- Do not make or permit unauthorized use of information contained within any STLCOP system.
- Do not seek access to information for personal benefit of self or others.
- Do not knowingly include or cause to be included false or misleading information in any records.
- Do not knowingly change or delete an entry in any record, unless in accordance with College policies and procedures.
- Do not remove any official records or a copy from the office where it is maintained except in the performance of a person's duties, and in accordance with established policies and procedures.

I understand that by the virtue of my employment with the St. Louis College of Pharmacy ("STLCOP"), I may have access to records containing individually identifiable information, the disclosure of which is prohibited by FERPA. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil liability. I further acknowledge that such willful or unauthorized disclosure also violates STLCOP's policy and could result in disciplinary action including termination of my employment. I acknowledge that I have received a copy of the STLCOP FERPA Confidentiality Guidelines Policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

*This form must be maintained in the individual's personnel file by the supervisor prior to allowing access to protected records.*

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