

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT **Information for student employees of the University**

The Family Educational Rights and Privacy Act (“FERPA”) is a federal law which governs the release of students’ educational records. As an employee, you may obtain access to such records. The following outlines the major points of the law. It does not cover every detail, but gives you the majority of information you need about the law.

The general rule is that information from or copies of educational records may not be released. FERPA defines a student’s educational record to include all forms of information kept by the University with regard to a student. Paper, computer records, tapes and other forms of information are included as educational records and may not be released. Also, the release of information from the educational record orally in person or by telephone is not permitted.

The following are exceptions to the general rule that information may not be released. Information may be released under the following circumstances:

1. to the student (copies of his or her records)
2. to the parents of the student who is listed as a dependant on the parent’s tax return
3. to other University officials with a legitimate education interest
4. to state and federal officials in connection with an audit or review of University program
5. in connection with an emergency involving the health or safety of a student or the University community
6. in compliance with a subpoena or court order
7. with written consent of the student
8. if the information requested is directory information with includes student’s name, photograph, address, telephone number, birth date, birthplace, class level, registered credits for the current term, major field of study, participation in recognized activities and sports, biographical data, dates of attendance, degrees and awards received, most recent previous college attended and veteran status. Directory information may not be released if the student has requested that it be withheld.

The above information presents a broad overview of FERPA requirements. If you have any questions about the law during your employment, you should ask your supervisor for assistance.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT/ CONFIDENTIALITY STATEMENT

I, _____, a student employee at Monmouth University acknowledge that I have been advised with regard to the requirements of the Family Educational Rights and Privacy Act (FERPA). I understand that I may have access to information regarding individual students who attend the University, and that information is confidential and may not be released or revealed to anyone other than to the student in question or a University employee who needs that information in order to fulfill his / her job responsibilities. I understand that any request for information from any other source should be referred to a regular full-time employee of the office. I also understand that during the course of my student employment I may also gain access to other non-student information that is confidential and that such information also may not be released or revealed to anyone other than to another University employee during the course of my regular duties. I further understand that if I release any information in violation of this restriction, I am subject to both loss of employment and possible disciplinary action by the University.

Extensive information regarding the FERPA policy may be viewed at:

http://www.monmouth.edu/resources/general_counsel/ferpa.asp

FERPA Training is available through eCampus to all students.

Student Employee Signature

Date

Student ID #