Employee FERPA Acknowledgment Form

This page is the receipt of acknowledgment that you have read and understood the FERPA policy on the Online Orientation.

Student educational records are considered confidential and should not be released to any person without the written consent of the student. Employees are granted access to student information only for "legitimate educational interest" – completion of job responsibilities such as advisement or assigned tasks. They have a responsibility to protect the confidentiality of education records in their possession, regardless of the medium in which the records are stored or presented.

I have read and understand the information shared in this document concerning FERPA. I also understand that any authorized release of student record data without written consent of the student may trigger legal sanctions.

__________________________________________
Print Name

__________________________________________
Signature

__________________________________________
Date