



FERPA CONFIDENTIALITY AND RELEASE OF INFORMATION

FERPA, the Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment) of 1974 regulates the release of academic records for students. Student educational records are considered confidential and may not be released without the written consent of the student.

You, as a college employee, may have access to some information if you have a legitimate “educational” purpose for this information. As a college employee you have a responsibility to protect any educational records in your possession. Educational records also contain information such as grades, class schedules, social security numbers, and any other personally identifiable characteristics. Educational records are not necessarily always on paper. Records could be a computer screen display, notes or emails you have made referencing individual students, a computer printout, a class list or an official document such as a class schedule or class roster.

THE BASIC RULE: Never give information to any person (this includes parents, spouses, children, grandparents or agency (either on the phone or in person) about the student's whereabouts, class schedule, grades, etc. Even in an emergency situation (including the Police), you are to take the information down and deliver it to the student, do not give anyone in person or on the phone any information. All information belongs to the STUDENT AND ONLY TO THE STUDENT.

As a new user of Banner WEB for Faculty and Staff, you have access to information 24/7 from any personal computer with Internet access. This access brings a new level of access and an additional level of responsibility. Please sign below to verify that we have covered this information with you prior to giving you a SECURE LOG-IN and PASSWORD to the new BANNER WEB PRODUCT.

Signature:

Print Name:

Date: