



School Official with Legitimate Educational Interests Requirements for Maintaining the Confidentiality of Student Information

University staff and faculty performing instructional, supervisory, advisory, or administrative duties for the University are considered to have a legitimate educational need for access to student data for students for whom they are performing these functions. As a School Official with Legitimate Education Interests ("School Official"), you have the authority and responsibility to deny any request for data that you feel is not legitimate. You also have a duty to fully understand and comply with the requirements defined under the Family Educational Rights and Privacy Act (FERPA).

FERPA requires that the confidentiality of student information and their educational records be maintained. Educational records, under **34 CFR § 99.2**, are defined as:

"Education records" are records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution. These records include but are not limited to grades, transcripts, class lists, student course schedules, health records (at the K-12 level), student financial information (at the postsecondary level), and student discipline files. The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail.

Your work may require you to access protected student records and information, such as student ID numbers, grades, course schedules, degree progress status, financial information, and academic standing. You may come in contact with student information through databases, computerized records, hard copy records, or verbally. **The disclosure of these is prohibited by the Family Educational Rights and Privacy Act of 1974.**

"Directory information" CAN be released without a student's consent under FERPA. Directory information includes the following: student name, major field of study, dates of attendance/dates of graduation, enrollment status, class level, previous institutions, degrees and awards received, photographs, and participation in officially recognized activities. "Limited directory information" should only be used for verification purposes and should not be disclosed. Limited directory information includes student ID number and date of birth.

School Officials who have access to records for legitimate educational interests **may not**:

- Release or allow inappropriate access, verbally or in written form, to educational records.
- Knowingly include or cause to be included in any records or report a false, inaccurate, or misleading entry.
- Alter, erase data, or fabricate any records, reports, or files (physical or electronic).
- Benefit, or allow third parties to benefit personally from the knowledge of any confidential information acquired through work assignments.
- Share, communicate, or give access to assigned computing system and associated password(s). This includes leaving your computer unattended while logged in.

If asked for confidential information, please explain the confidentiality restriction and advise them to go through appropriate channels. When in doubt on the potential disclosure of information, school officials should consult the Office of the Registrar prior to release/disclosure.

I understand my responsibility, as a School Official, to maintain complete confidentiality of all student records.

Date: _____

Printed Name

Signature