



# FERPA Compliance and Access to Student Records

I understand that by virtue of employment with the University of Central Missouri, I may have access to records that contain personally identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA). I understand that my authorization to access this information is limited only to the extent necessary to perform my assigned duties.

I will take the utmost care not to disclose or discuss any information that I hear, overhear, see, or read while employed as it pertains to students or employees, either individuals or groups.

As an employee of UCM, I understand that I am required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. I understand that I must be very careful not to release this information to the public or to other individuals, including but not limited to university employees who have not been authorized or who do not have a legitimate institutional or business need to know. Any questions regarding release of such information to another person should be directed to my supervisor or their designee.

By signing this form, I am affirming that I have reviewed and understand all the information regarding FERPA provided on the attached handout and have reviewed the following website:

<http://www.ucmo.edu/ferpa/>

I understand that all information contained in Banner/Ellucian, MyCentral, DegreeWorks, ARGOS, Maxient, student files, e-mail, and other means is regulated by university policy and procedures. Any unauthorized use of these systems could result in the loss of student record access, employment, and possibly disciplinary or criminal action.

- I have read the above statement and understand the above-referenced policies governing my employment/assistantship.
- I further understand that, as an employee/graduate assistant, I may have access to confidential information regarding prospective, current and former students.
- I agree to only access confidential information for which I have a need to know (i.e., a legitimate business reason) and I will not (1) in any way divulge, copy, release, sell, loan, review, alter, or destroy any confidential information except as properly authorized within the scope of my authority; (2) misuse confidential information or treat confidential information carelessly.
- I further agree that I will not review, modify, or disclose my own student record, or those of individuals in close relationship to me (e.g., family, close friends) so as to avoid even the appearance of impropriety or conflict of interest.
- I further understand that the confidentiality of records is specifically protected by the Family Educational Rights and Privacy (FERPA) Act of 1974.
- In accepting employment, I agree to protect the confidentiality of the information to which I will have access and to never release such information in any way to individuals outside the office.
- In the event of a disclosure, I agree to immediately notify my immediate supervisor.

Signature

Date

Printed Name

Updated: 09/20/2023