

## 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 1974s Amended (FERPA). I understand that my authorization to access this information is limited onlyto the extent necessary to perform my assigned duties.

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

As an employee of UCM, I understand that I arrequired 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 understandhat 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 letiginate institutional or business need to know. Any questions regarding release of such information tanother person should bedirected to my supervisor or their designee.

By signing this form, I am affirming that I have reviewed and undertand all the information regarding FERPA provided on the attached handout have reviewed the following website: <a href="http://www.ucmo.edu/ferpa/">http://www.ucmo.edu/ferpa/</a>

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

- I have read the above statement and understant the above-referenced policies governing my employment/assistantship.
- I further understand that, as an employee/gradute assistant, I may have access to confidential information regarding prospective, current and former students.
- I agree to only access confidential information flowhich 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 propely 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 studentecord, 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 specificallyprotected by the Family Educational Rights and Privacy (FERPA) Act of 1974.
- In accepting employment, I agree to protect theonfidentiality 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 imediately notify my immediate supervisor.

Signature	Date	
Printed Name		

Updated: 09/20/2023