

MOUNT VERNON NAZARENE UNIVERSITY
FERPA Privacy Acknowledgement

Print Name of Student Employee: _____

I understand that by virtue of my employment with Mount Vernon Nazarene University, I may have access to records which contain individually identifiable information on students, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). By signing this form, I promise to limit my access to and disclose of student information to what is required to perform my job.

I acknowledge that I have received a copy of the University's FERPA policy. I fully understand that the intentional disclosure by me of student information to any unauthorized person is a violation of University policy and potentially federal law and will result in disciplinary action up to and including termination of my University employment.

_____ Date

_____ Student Employee Signature

AUTHORIZATION BY SUPERVISOR

I hereby authorize the employee named above to act in my behalf by accessing confidential student data when engaged in the performance of tasks covered under the University's definition of legitimate educational interest (see below).

Access Start Date: _____ Access End Date: _____

_____ Print Supervisor Name

_____ Supervisor Signature

Who has access to confidential data in student records? University officials may utilize confidential student information only for *official University business*. Information in student records is available only to school officials who have a *legitimate educational interest* on a *need to know* basis.

Who is a school official? A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position, a person serving on the Board of Trustees; or a *student assisting another school official* in performing tasks.

What is confidential data? Confidential data includes student class schedules, grades, financial aid, scholarships, and other nonpublic information. If you have any question at all about whether you should disclose information about another student, check with your supervisor before disclosing it. Your supervisor may seek further guidance from the University registrar.

What are student records? Student educational records are records directly related to a student and maintained by the institution or by a party acting for the institution, including data recorded in any medium, *e.g.* handwriting, print, tapes, film, microform, and any form of electronic data storage.

What is "legitimate educational interest"? In accordance with FERPA, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. This includes such purposes as:
performing appropriate tasks that are specified in her/his position description or by a contract agreement;
performing a task related to a student's education;
performing a task related to the discipline of a student; or
providing services for the student or the student's family, such as health care, counseling, job placement, or financial aid.

What is NOT "legitimate educational interest"? Legitimate educational interest does *not* convey inherent rights to any and all student information. The law discriminates between educational interest, and personal or private interest; determinations are made on a case-by-case basis. Educational interest does *not* constitute authority to disclose information to a third party without the student's written permission.