The College of Saint Rose Student Worker Understanding of FERPA (Family Educational Rights and Privacy Act of 1974)

I understand that by virtue of my employment with the Office of Graduate and Continuing Education Admissions at The College of Saint Rose, 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.

Personally identifiable information includes:

- Student Identification number / Social Security number
- Race / Ethnicity
- Gender
- Citizenship / Nationality
- Religion
- Address
- Phone number
- Student Schedule
- Disciplinary Action(s)
- Grades / GPA

I acknowledge that I fully understand that intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates The College of Saint Rose's policy and could constitute just cause for disciplinary action, including termination of my employment, regardless of whether criminal or civil penalties are imposed.

Date	_
Graduate Assistant Student Signature	_
Graduate Assistant Student Printed Name	_
The student named above has been briefed by me regard to FERPA compliance.	concerning the responsibility of College officials in
Graduate Assistant Administrator Signature	_
Graduate Assistant Administrator Printed Name	_

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FERPA - Fast Facts and Guidelines for Work-Study Students

Under FERPA, a student is defined as someone who has attended or is attending the College, including non-credit-bearing programs (continuing education, audits, etc.). A student is any person for whom The College of Saint Rose maintains an education record, whether or not that student is currently in attendance. Students who have applied to The College of Saint Rose become students when they attend classes and so are entitled to review their records. Persons who apply but never attend classes are not eligible to review their records because they have not become students.

The following directory information can be released when such a release is appropriate unless a student specifically requests that this information not be released:

- Name
- Address
- Email address
- Class level (Freshman, Sophomore, Junior, Senior)
- Dates of attendance
- Enrollment status (Full-time, Half-time, Less than half-time)
- Previous institutions attended
- Majors and minors
- Degrees
- Awards

Other information may be released with the student's written consent.

The following information **may not** be disclosed to the public:

- Student Identification number / Social Security number
- Race / Ethnicity
- Date of birth
- Gender
- Citizenship / Nationality
- Religion
- Phone number
- Student Schedule
- Disciplinary Action(s)
- Grades / GPA

To fulfill the basic requirements for compliance with FERPA, The College of Saint Rose must prevent improper disclosure of personally identifiable information from education records. The College of Saint Rose will only disclose information from a student's educational record to specified parents/guardians when the student has signed a consent/release form. The College of Saint Rose will disclose information for a student's educational record only with the written consent of the student, except:

- To school officials who have a legitimate educational interest in the records this may include work-study students
- To officials of the U.S. Department of Education, The Comptroller General, the state and local educational authorities in connection with certain state or federally supported education programs
- In connection with a student's request for or receipt of financial aid
- To organizations conducting studies on behalf of the College
- To accrediting organizations to carry out their functions
- To comply with a judicial order or a lawfully issued subpoena
- To appropriate parties in a health or safety emergency.

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Practical Guidelines

- 1. Access to student information via Banner does not authorize unrestricted use of that information.
- 2. Curiosity is not a valid reason to view student information.
- 3. Records should only be accessed in the context of official business
- 4. When in doubt don't give it out.
- Refer requests for application status to an administrator in the Office of Graduate and Continuing Education Admissions. Information requests from current or former students may be forwarded to the Registrar's Office. Information about a student can be released with a signed consent from the student.
- 6. Information on a computer should be treated with the same confidentiality as a paper copy.
- 7. Do not leave confidential information displayed on an unattended computer.
- 8. Cover or put away papers that contain confidential information if you are going to step away from your desk.