

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 as a Graduate Assistant through 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 and the College's Disclosure of Student Records Policy (www.strose.edu/ferpa).

As noted in the College's Policy, 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

By signing below, I agree that I have read the College's Disclosure of Student Records Policy and taken the online FERPA training. In addition, 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 and could constitute just cause for disciplinary action, including termination of my employment and student conduct penalties.

Graduate Assistant Student Signature

Date

Graduate Assistant Student Printed Name

The student named above has been briefed by me concerning the responsibility of College officials in regard to FERPA compliance.

Graduate Assistant Administrator Signature

Date

Graduate Assistant Administrator Printed Name

Once complete, please print this page out, sign and return with your completed contract to the Graduate Admissions Office at:

Mailing Address: Office of Graduate Admissions, 432 Western Avenue, Albany, New York 12203 -OR-

Physical Address: DeSales Hall, 919 Madison Avenue, Albany, New York 12203 -OR-

Email: grad@strose.edu