



SPRING ARBOR UNIVERSITY

FERPA Confidentiality Statement **Student Employees**

Student employees of Spring Arbor University may have access to student information that is personally identifiable. If you work in an office where such information is maintained, or have access to such information as part of your employment, you are required to have knowledge of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), and be in compliance with the regulations set forth. A copy of the Spring Arbor University policies on FERPA is available in the Office of Academic Records and Registration.

FERPA pertains to personally identifiable information (i.e. social security number, student identification number, grades, letters of recommendation, disciplinary action etc.), contained in educational records kept by an educational institution. These records containing personal identifiable information directly related to students are maintained by the institution or by a person acting for the institution. Educational records for students of SAU are kept in, but not limited to, the following offices: Registration and Records, Student Financial Aid, Student Development, Admissions, Advancement, Business, Academic Affairs Offices and faculty offices. FERPA restricts the release of student information without the written consent of the student. However, the Act does permit the release of directory information without prior consent. Refer to the SAU FERPA Policy for details of “directory information,” as listed in SAU catalogs and/or Student Handbooks.

I understand by virtue of employment with Spring Arbor University, that I may have access to records, which contain individually identifying information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974, as amended (FERPA).

I acknowledge that I fully understand that the 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 SAU policy and could constitute just cause for disciplinary action, including termination of my employment regardless of whether criminal or civil penalties are imposed.

By signing this form, I am affirming and understand that I must maintain student confidentiality within the guidelines of FERPA and the policies of SAU.

Print Name

Signature

Date _____