

FERPA

Statement of Understanding:

Employee (UAH faculty/staff)

I understand that by virtue of my employment at The University of Alabama in Huntsville, I may have access (in the course of my duties) to student educational records containing individually identifiable information, the disclosure of which is prohibited by the Family Education Rights and Privacy Act of 1974 (FERPA).

Along with the right to access comes the responsibility to maintain the privacy rights of students. The University of Alabama in Huntsville catalog discusses policy regarding student records at UAH. Student records are available to members of the faculty, staff and students who have a legitimate educational need to know in order to perform their duties as employees of UAH. However, you do have a responsibility to maintain confidentiality. Directory information as defined by UAH can be released to the public. Grades, Social Security Numbers, financial information and class schedules should never be released to anyone other than the student.

I acknowledge that I fully understand that the disclosure by me of this information to any unauthorized person could subject the university to administrative sanctions for violating federal law. I further acknowledge that such unauthorized disclosure also violates UAH policy and could constitute just cause for disciplinary action including termination of my employment. I have read the above and agree to maintain the confidentiality of student records.

Signature: _____

Date: _____

Full Name [print]: _____

Department: _____

Campus Phone Number: _____

Supervisor: _____

Any Comments or Suggestions: _____