

FERPA Acknowledgement of Confidentiality Regulations

Email: Registrar@MissouriState.edu
Phone (417) 836-5520, Fax (417) 836-6334
901 S National Ave, Carrington Hall 320
Springfield, MO 65897

Form revised 8/3/2021

Name: _____ BearPass #: M _____
Last First MI

As a staff member at Missouri State University you may have access to what this agreement refers to as “confidential information.” This agreement will help you understand your responsibilities regarding access and protection of confidential information.

Documents which contain confidential information include, but are not limited to: grades, social security numbers, and scholastic actions. You should assume the students’ information to which you have access is confidential, with very limited exceptions for directory information (<http://www.missouristate.edu/registrar/ferpa.html>). Improper release of confidential student information is a violation of federal law as well as university policy. You are not to discuss ANY student data with individuals outside of this office. The intent of these laws and policies is to assure that confidential information will remain confidential—that is, it will be used only as necessary to accomplish the university’s mission. Information should be treated with the same respect you would expect others to give to your record. Evidence that confidential information has been intentionally or recklessly released or misused (e.g., inappropriately disclosing confidential student information, knowingly accepting a false transcript, incorrectly modifying a student record, reviewing a student record without a legitimate educational interest) will result in corrective action up to and including dismissal. Students may also be subject to disciplinary action via the Office of Student Conduct as contemplated by the Code of Student Rights and Responsibilities. You will be required to sign a statement acknowledging your understanding of this policy.

Documents which must be discarded should always be placed in appropriate containers. Accordingly, as a condition of and in consideration of access to confidential information the undersigned agrees to the following:

- I have read the above statement and understand the above-referenced policies governing my employment/assistantship.
- I further understand that, as an employee/graduate assistant of this office, I may have access to confidential information regarding prospective, current and former students.
- I agree to only access confidential information for which I have a need to know (i.e., a legitimate business reason) and I will not (1) in any way divulge, copy, release, sell, loan, review, alter, or destroy any confidential information except as properly authorized within the scope of my authority; (2) misuse confidential information or treat confidential information carelessly.
- I further agree that I will not review, modify, or disclose my own student record, or those of individuals in close relationship to me (e.g., family, close friends) so as to avoid even the appearance of impropriety or conflict of interest.
- I further understand that the confidentiality of records is specifically protected by the Family Educational Rights and Privacy (FERPA) Act of 1974.
- In accepting employment with this office, I agree to protect the confidentiality of the information to which I will have access and to never release such information in any way to individuals outside the office.
- In the event of a disclosure, I agree to immediately notify my immediate supervisor.
- I know that if I breach my responsibility regarding the confidentiality of records, my employment/assistantship will be immediately terminated. I further understand that I may be subject to other disciplinary action by the University as a result of this breach of confidentiality.

Signature

Date