

This paperwork is provided in order to assist you with training student workers in FERPA compliance.

- ❖ The first sheet is a one-page information guide that should be given to all student workers who have access to confidential information.
- ❖ The second sheet is a form that you can have your student workers sign. It is recommended that you have students sign the form and keep the copy in your files. It helps the student worker understand the importance of FERPA. Furthermore, if there is ever a problem, you will have documentation that you discussed FERPA with your student worker and that the student agreed to comply.

*In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), all Pacific Union College student employees with access to education records must maintain the security and privacy of those records.*

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## **Pacific Union College Student Employee Guidelines for FERPA Compliance**

### **What is FERPA?**

FERPA is a federal law designed to protect the accuracy and privacy of education records. It provides guidelines for appropriately using and releasing student education records.

*In order for you to comply with **FERPA**, student education record information:  
Can only be accessed if you have legitimate education interest.  
Must be kept confidential.  
Should not be released to anyone without the approval of your supervisor.*

### **What are student education records?**

Student education records are all records maintained by PUC that contain information that is personally connected or identifiable to a student.

Some examples of education records at PUC are:

- ❖ Student academic work and exams
- ❖ Student class schedules
- ❖ Academic information
- ❖ Judicial/disciplinary information
- ❖ Worship attendance information
- ❖ Student financial information
- ❖ Student employment information
- ❖ Student housing information
- ❖ Career counseling and testing information
- ❖ Admissions information

This is not a comprehensive list- there are many different parts of the student education record.

### **What is legitimate educational interest?**

You have a legitimate educational interest to access a particular record if you need to review the education record in order to:

- ❖ Perform appropriate tasks that are specified in your position description or by a contract agreement;
- ❖ Perform a task related to a student's education;
- ❖ Perform a task related to a student's discipline; or
- ❖ Provide a service relating to a student such as health care, counseling, job placement, or financial aid.

### **Are there common mistakes that I should avoid?**

Sometimes individuals inadvertently violate FERPA. Here are a few examples of common mistakes:

- ❖ Allowing another person to use your computer access code
- ❖ Leaving confidential information on a computer screen that may be viewed by others
- ❖ Discussing education record information with an unauthorized individual while off the job
- ❖ Removing a document from the departmental office for a non-business purpose
- ❖ Leaving a document with confidential information in a place where it can be viewed by others
- ❖ Throwing away paperwork that contains confidential information (always use a shredder)
- ❖ Making personal use of student information

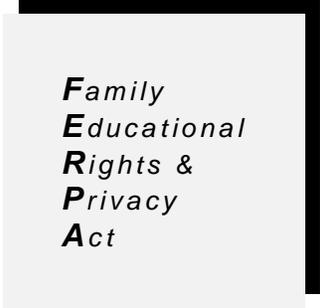
This is not a comprehensive list. You should consider the information on this sheet carefully in order to avoid making these mistakes or any others.

### **Who should I contact if I have FERPA questions?**

Your supervisor has additional FERPA information and is available to answer any questions you might have. Please don't hesitate to ask- when in doubt regarding FERPA it is always best to err on the side of caution.

**Office of the Registrar ~ Pacific Union College ~ One Angwin Avenue ~ Angwin, CA 94508  
Phone: 707.965.6676 ~ Fax: 707.965.6432 ~ E-mail: records@puc.edu**

*In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), all Pacific Union College student employees with access to education records must maintain the security and privacy of those records. Please complete this form prior to beginning your work as a student employee.*



**Student Employee  
Statement of FERPA Understanding**

**Student Information**

Full Name		PUC ID	
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I understand that by the virtue of my employment at Pacific Union College, I may have access to student education records which contain confidential information, the disclosure of which is prohibited by FERPA. I acknowledge that I fully understand that the disclosure of this information is prohibited by law and by Pacific Union College policy.

I have received and reviewed the "*Pacific Union College Student Employee Guidelines for FERPA Compliance*", and I agree to maintain the confidentiality of student record information by following the guidelines outlined in this document.

Student Signature		Date	
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