

**STATEMENT OF UNDERSTANDING
OF THE FAMILY EDUCATION RIGHTS AND
PRIVACY ACT (FERPA)
SECTION 1002.22, F.S.**

Federal Law 20 U.S.C. 1232g (FERPA) and Florida law, Section 1002.22, Florida Statutes, provide a right of privacy to students regarding their educational records. Florida law provides,

Right of Privacy - Every pupil or student shall have a right of privacy with respect to the educational records kept on him or her. Personally identifiable records or reports of a student and any personal information contained therein are confidential and exempt from section 119.07, the Florida public records law.

Under this law and FERPA an educational institution may not permit the release of such records, reports, or information contained in the records without the written consent of the student (or his or her parents if the student is a minor or dependent) to ANY individual, agency or organization. Under FERPA, education records are defined as records, files, documents and other materials that contain information directly related to a student and are maintained by an educational institution. This includes, but is not limited to, all academic information, grades, schedules, financial information, social security number, disciplinary records etc.

The only information, which may be released, is directory information unless the student has requested non-release of directory information. Generally, directory information is the information contained in the FAU directory, however, a more complete definition of directory information is as follows:

Directory information includes the student's name, address, telephone number if it is a listed number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

- I understand that in carrying out my employment duties at FAU, I may have access to educational records and information of students.
- I understand that disclosing this information without appropriate authorization is prohibited.
- I understand that I am required to seek the guidance of the Admissions Director, or the director of the department I am employed with or the University Attorneys office before releasing any educational records or any supporting documentation.
- I also understand that complying with these laws is a requirement of my employment, and that unauthorized disclosure of student educational records violates FAU's policy (PM #51) and may subject me to disciplinary action up to and including termination.

Date: _____

Employee Name _____ Ext _____
(Please Print) First Middle Last

Department: _____ Supervisor's Name and
Extension _____

Email: _____

Z Number: _____

Employee Signature: _____

2/2/12