

COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
26 College Drive
Concord, NH 03301

I, _____, understand that by virtue of my employment at River Valley Community College I may have access to records which contain individually identifiable and confidential information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. 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 the CCSNH's policy and could constitute just cause for disciplinary action, up to and including termination of my employment, regardless of whether criminal or civil penalties are imposed.

Date

Employee's Signature

I have read and understood the attached FERPA rules and regulations provided to me by my employer and agree to abide by them accordingly.

Date

Employee's Signature

Witnessed by:

Date

Signature

Original to be Sent to CCSNH Human Resources; Copy to Employee; Copy to Employee's Supervisor



FERPA Faculty and Staff Information

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA)

The following information must be carefully reviewed by anyone requesting access to student records.

The Federal Government requires RVCC and its employees comply with all Family Educational Rights and Privacy Act provisions.

Whether you are faculty or staff, maintaining the confidentiality of our students' records is everyone's responsibility.

What is FERPA?

FERPA stands for the Family Educational Rights and Privacy Act (also known as the Buckley Amendment). Passed by Congress in 1974, FERPA is a Federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings.

The Act grants specific rights to the student:

1. The right to inspect and review their education record.
2. The right to seek amendment to those records and in certain cases append a statement to the record.
3. The right to limit disclosure of personally identifiable information.
4. The right to file a complaint with the U.S. Department of Education.

What student information may be released?

Typically, the only student information which may be released without the student's consent is called "directory information" and is not normally considered a violation of a person's privacy unless restricted by the student. River Valley Community College has defined directory information as the following:

- Student's name
- Telephone
- City/Town
- E-mail address
- Major field of study
- Enrollment status (full-time/part-time)
- Degrees and awards received

What is a student's educational record?

It is ANY record, file, document or other material (handwritten, tape, disks, film, etc.) which contains information directly related to a student's academic progress, student financial information, student worker information, medical condition or personal interest item. **IT IS MORE THAN JUST THE ACADEMIC RECORD**, and is **NOT** confined to the student's file in the Registrar's or college office and may include:

- A document with the student's name and RVCC ID number
- Personal information
- Grades - Schedules
- Tests and other graded projects
- A computer printout
- A class list
- A computer display screen
- Notes taken during an advisement session



What are the basic rules?

- Student education records are considered confidential and may not be released without the written consent of the student.
- As a staff or faculty member with access to these records, you have the responsibility to protect them while in your possession. Always lock your computer when you walk away from your desk.
- Some information is considered public (directory information) and may be released without the student's written permission. However, the student has the right to restrict this information as well. Do not release directory information without checking to be sure it is not restricted. If you do not know how be sure to call the Registrar's Office for more information.
- Access to these records is for legitimate educational interest only and for the purpose of carrying out your responsibilities as an employee of RVCC.
- If you are in doubt about releasing student information, **DO NOT** release any information until you have contacted the Registrar's Office at 603-542-7744 x5316.
- The Registrar's Office has primary responsibility for ensuring FERPA compliance, but the law requires all faculty and staff treat student's education records in a legally specified manner in order to ensure student records remain secure.

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What is FERPA?

FERPA stands for Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). Passed by Congress in 1974, the Act grants four specific rights to students:

- ◆ The right to seek the information that the institution is keeping on them
- ◆ The right to seek amendment to those records and in certain cases append a statement to the record
- ◆ The right to consent to disclosure of his/her records
- ◆ The right to file a complaint with the FERPA office in Washington

What are the Basic Rules?

- ◆ Student educational records (personal information, enrollment status, grades, schedules, etc.) are considered confidential and may not be released without the written consent of the student.
- ◆ As a staff member, you have a responsibility to protect the educational records in your possession and to keep a student's academic, personal, and financial information confidential.
- ◆ You have access to information only for "legitimate use" in completion of your responsibilities as an employee of the CCSNH. "Need to Know" is the basic principle.
- ◆ Faculty and staff requiring computerized student data for official college business will be provided with access. The term "access" means to read or review student data. It does not include the ability to create or modify data.
- ◆ Any CCSNH employee engaging in unauthorized use, disclosure, alteration or destruction of student data in violation of this statement of principles, shall be subject to appropriate disciplinary action, including dismissal.

Important Information

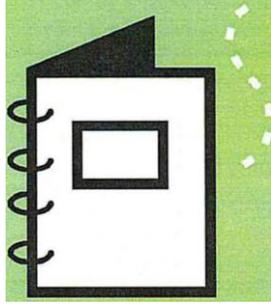
To avoid violation of FERPA rules:

Do NOT discuss/share student information with anyone other than the student (including parents/spouse, even if the student is under the age of 18) without written consent of the student (release forms are available from the Registrar's Office).

Do NOT provide anyone with student schedules or assist anyone, other than CCSNH employees, in locating a student on campus.

Do NOT link the name of a student with that student's social security number in any public manner.

Student educational records exist in many forms. All are confidential!



NOTE FOR FACULTY

To avoid violations of FERPA rules,

DO NOT:

- ✓ Display student scores or grades publicly.
- ✓ Link the name of a student with any part of that student's social security number or RVCC ID in any public manner.
- ✓ Leave graded papers and tests unattended or have students sort through papers of other students to reach their own.
- ✓ Circulate a printed class list with student name and social security number, RVCC ID, or grades as an attendance roster.
- ✓ Discuss the progress of a student with anyone other than a college official or the student without the consent of the student.
- ✓ Provide anyone other than a college official with a list of students enrolled in your classes for commercial or any other purpose.
- ✓ Provide anyone other than a college official with a student's schedule or assist anyone in finding a student on campus.
- ✓ Refer inquiries to the Office of the Registrar.

*College official are those members who act in the student's educational interest within the limitations of their "need to know."