

Northwestern College Office of the Registrar

Disclosure of Student Information and Administrative Data

It is imperative that each employee/student worker understand and accept the responsibility of working with confidential student records and administrative data. The *Family Educational Rights and Privacy Act* mandates that student **academic records** are to be kept in confidence. Other Federal and state statutes regulate the security and confidentiality of other types of administrative data. Unless written permission is obtained, the discussion, use, or access of student records is limited to job-related, legitimate educational interests. **Exceptions:** Student Information may be disclosed to a third party only with the student's advance written permission **except**; * Legal guardians (i.e., parents, etc.) may have access to a student's records without the student's written permission. **

The security required for the processing and maintenance of student records extends to the use of computer records as well as paper and microfilmed records. Information entered in any computer database must not be disclosed, altered, or falsified in any manner, and the use or access of these records must be limited to job-related, legitimate educational interests.

Student workers may have access to records for internal educational purposes when necessary for performing their duties and are determined to be "school officials".

All administrative information and data may only be used by student workers who are conducting legitimate college business. It may not be divulged to any other person or for any other reason without the consent of the steward or trustee of the data. It also may not be altered or destroyed without the consent of the steward or trustee of the data.

Some examples of **inappropriate** use of student records are:

...Discussing in any manner a student's record, off the job or while on the job, with any person without a legitimate educational interest.

...Removing any document from your office for non-business purposes.

...Accessing or reviewing a student academic record without a legitimate educational interest.

...Releasing any non-directory student information to any individual or organization without written authorization.

...Leaving reports or computer screens containing confidential information in view of others who do not have a legitimate educational interest in the data.

...Making personal use of the student information or other college information.

...Allowing another person to use your computer account or username.

...Leaving your computer terminal unattended if 'logged in' to the Faculty Information System.

Additional information regarding the Family Educational Rights and Privacy Act of 1974 is available on the Registrar's Office homepage at <http://intranet.nwciowa.edu/registrar/FERPA.asp>.

I have read, understand and accept the conditions stated above:

Signed: _____ Date: _____

Printed name: _____

*The only information which can be released to a third party without student permission is directory information, which includes: student's name, local, permanent, and email addresses, telephone numbers, date and place of birth, previous colleges and high schools attended, classification, enrollment status, major field of study, dates of attendance, anticipated date of graduation, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards granted, parents, guardian, and/or spouse's name, address and telephone number.

** Legal guardian status is available from the Office of the Registrar.