

## FERPA Statement of Responsibility/Non-Disclosure Agreement for Employees

FERPA stands for Family Educational Rights and Privacy Act of 1974, as Amended. It is commonly referred to as FERPA, the Privacy Act, or the Buckley Amendment. FERPA is a federal law enacted to protect the privacy of educational records, establish the right of students to inspect their own educational records, and to provide guidelines for the correction of inaccurate and misleading data through formal hearings.

FERPA permits the release of specified items (e.g., directory information); however, it does not require it. Texas A&M University has classified specific items as directory information. A student may place a directory hold on any or all of this information. To verify whether a student has placed a directory hold on specific directory information, please refer to the SWAINFO form in COMPASS. FERPA also defines certain information items which can NEVER be identified as directory information and are therefore not permitted to be released to anyone without the student's express written approval or a school official with a *legitimate educational interest*. As a staff member within the \_\_\_\_\_, and depending on the nature of your duties within this office, you may have access to any or all of the aforementioned student information items. Under no circumstances are you to release any restricted information to anyone you cannot reasonably verify has a legitimate claim to access and student's educational information. For more detailed information related to FERPA, please refer to the following web pages:

- <https://aggie.tamu.edu/registration-and-records/transcripts-and-diplomas/student-records-policy>
- <https://registrar.tamu.edu/about-us/policies/ferpa>
- <https://registrar.tamu.edu/getmedia/fc8f8599-a619-49e7-bb2d-8e90f4b54d39/WebFERPA.pdf>

I, \_\_\_\_\_, the undersigned, hereby certify the following statements are true and correct and that I understand and agree to be bound by the commitments contained herein.

- I hereby agree to preserve the confidentiality of any and all records I view or have access to during the course of my employment with Texas A&M University and \_\_\_\_\_. I understand records may be confidential by virtual of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). Under FERPA, I understand I may not disclose information about Texas A&M University students, unless I am certain a provision of the law allows for such a disclosure within those specific circumstances. I further understand if I have any doubts or questions as to whether an item is releasable, I should consult with my supervisor (who may in turn consult with the Office of the Registrar or Texas A&M System Counsel Offices) prior to any disclosures.
- I will exercise care to protect information against accidental or unauthorized access, modifications, disclosures, or destruction. When discussing information with other Texas A&M University employees, I will exercise caution to ensure the conversation is kept private and not overheard by unauthorized parties.
- I understand this agreement is given in consideration for my continued employment at Texas A&M University and \_\_\_\_\_. The terms of this agreement remain in effect during and after my employment.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date