

FERPA Statement of Responsibility/Non-Disclosure Agreement for Volunteers

Thank you for volunteering with the _____! It is only with the help of individuals like you that the _____ can accomplish some of its larger tasks that impact thousands of students. Part of your responsibility as part of the _____ team is in safeguarding our student records and the information they contain.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of educational records. FERPA permits confidential student record information to be disclosed to school officials with a *legitimate educational interest*. As a volunteer in the _____, you assume the role of “school official” and may be given access to student record information as necessary to complete the task or fulfill the role you have been assigned. The information you are provided should only be used for this purpose, and under no circumstances should you further disclose this information or release it to any other individuals unless explicitly permitted under FERPA.

Your acknowledgement and acceptance of this responsibility is requested below.

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 have access to during the course of my volunteer service with Texas A&M University and the _____. I understand student education records are confidential under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). 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 that if I have any doubts or questions as to whether an item is releasable, I should consult with my supervisor or point of contact within the Office of the Registrar prior to any disclosures.
- I will exercise care to protect information against accidental or unauthorized access, modifications, disclosures, or destruction.
- I understand this agreement is given in consideration for my continued employment and/or volunteer service at Texas A&M University and the _____. The terms of this agreement remain in effect during and after my employment/volunteer service with Texas A&M University and the _____.

Title

Signature

Date