Print Name _____

Understanding of Student Confidentiality and FERPA for Student Employees
at the University of Washington Tacoma

As an employee of the University of Washington Tacoma, you may have access to various forms of student information. The Family Educational Rights and Privacy Act established guidelines for protecting student information and a student's educational record. Under FERPA an Education Record includes information that personally identifies a student as well as information, in any medium, that pertains to the student and is maintained and shared by the institution including anecdotal information. This includes files maintained in any office. In the course of your work, student information may be shared with another UWT employee, but it is best to consult with your supervisor before doing so.

UWT will not release the following information without the written consent of the student:

> Address
> Date of birth
> Schedule of classes or number of credits enrolled
> Grades or grade point average
> Social Security Number
> Emergency contact information

FERPA requires written consent for the release of student information or Education Records to third parties (non-UWT employees). Disclosure of information to a third party including parents should not occur unless the student has provided the UWT Registrar with a written release specifying the details of what information should be released and to whom.

The following table provides common examples of student information subject to FERPA that you may encounter in your work along with the appropriate way to handle this information according to FERPA policy:

Student Information	FERPA Confidentiality Procedures for How to Handle this Information
Program files that include personal identifiers including name, address, social security number or student ID number or any other information that would make the student's identity known.	All information with personal identifiers should be stored in a secure place. Do not release this information to third parties without written permission from the Registrar. Information should be shredded once the department is done with it.
Written information that is shared with another school employee. Once information is shared, it becomes part of a student's record and can be accessed.	Avoid written communication re. individual students with other school employees unless absolutely necessary.
Leaving a phone messages for UWT students	Never refer to a student as an UWT student if you are leaving a phone message. Always be cautious when leaving a phone message unless you know it a personal cell number.
Phone or in-person inquiries about students ("Is Jane Doe a student here?" or "Is Jane Doe scheduled to be here?" or "How can I find John Doe?").	Your response to third party or unidentified inquiries about UWT students should be "Sorry, but I have no information regarding this individual."
E-mail that identifies a student's e-mail address or student name in the subject line.	Always use a blind cc when e-mailing groups of students to ensure that student e-mail addresses are not released inappropriately.

I understand that FERPA requires the written consent of students to release any student information that includes personal identifiers to third parties. I understand that my responsibilities as an employee of the University of Washington may require that I may come in contact with student information and that I am required to keep confidential all student information protected by FERPA.

I also understand that any misuse of student information may lead to disciplinary action including dismissal.

I will follow all guidelines and procedures for appropriately handling student information. If I have any questions or am not sure about how to appropriately handle student information, I will ask my supervisor for guidance.

Signature_____

Supervisor_____

Date_____

I agree to release my name and e-mail address for departmental use for the purpose of promoting UWT's support services on the web or e-mail in support of the work I do at UWT.

Signature_____

Date_____