



Michigan Tech

Student Employee/Teaching Assistant FERPA Acknowledgment

Student Name

Student ID

Student Signature

Date

I have read and understand my responsibilities in the protection of student information as a custodian of records under FERPA. I acknowledge that failure to adhere to the code above, intentional or otherwise, may result in a failing grade, termination of employment, and/or referral to the Office of Academic and Community Conduct for disciplinary action, and could subject me to criminal and/or civil penalties.

The terms of this agreement remain in effect during and after my employment and/or assignment with Michigan Technological University.

As part of your employment / class assignment, you will have access to information from Michigan Technological University students' education records. This information includes, but is not limited to, transcripts, applications, personnel files, personal and institutional information, grades, and other written materials or electronic files. It also includes conversations about confidential information.

Access to student educational records classifies you as a custodian of student education records under the federal Family Educational Rights and Privacy Act of 1974 (FERPA) and extends to you the obligation to prevent the misuse of data and to ensure confidentiality.

Access to student education records should be used solely to facilitate performance of legitimate job functions. Any person authorized access to student records information is:

- Not to engage in or permit unauthorized use of any information.
- Not to seek personal benefit or permit others to benefit personally by any confidential information which has come to them by virtue of their work assignment and in accordance with University policies.
- Not to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment in accordance with University policies.
- Not to knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry.
- Not to aid, abet, or act in conspiracy with another to violate any part of this code.
- To immediately report any violation of this code to his or her supervisor.