**FERPA FOR FACULTY & STAFF**

All students who have been admitted and registered at Shoreline Community College, including former students, are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g. It is the responsibility of the College to ensure that students’ educational records and personally identifiable information are not improperly viewed or disclosed in violation of FERPA.

 Students’ education records may be viewed by school officials with a legitimate interest in accessing all or a portion of their records (see the College’s annual FERPA notice in the course catalog for the definition of “school official”).

An “education record” is defined as any record that is 1) directly related to a student; and 2) maintained by an educational institution or party acting for the educational institution. This includes records that are handwritten, computer generated, videotaped, audio-taped, filmed, microfilmed, or emailed.

 A student’s education record, and any “personally identifiable information” contained therein, **may not be disclosed without the student’s written consent**, unless an exemption applies. “Personally identifiable information” can include:

* The student’s name;
* The name of the student’s parent or other family member;
* The address of the student or student’s family member;
* A personally identifier, such as the student’s social security number, student number, or biometric record;
* Other indirect identifiers, such as the student’s date of birth, place or birth, and mother’s maiden name;
* Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

**My signature below confirms that I have read and understood the information above and agree to comply with the Family Educational Rights and Privacy Act (FERPA):**

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Printed Name Legal Signature Date

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**Access Requested:**

* Report Manager
* Advisor Data Portal
* Both Report Manager & Advisor Data Portal

S://Forms: FERPA-Restricted Access
AAG form approval October 2010