

## FERPA Statement of Understanding

As custodians of official University records, we all share the responsibility of protecting the privacy of the records and personal information about our students. You are required to acknowledge your responsibility in maintaining student privacy, as outlined in the Family Education Rights and Privacy Act (FERPA). Once you have read the following FERPA Statement of Understanding, complete the information in the spaces provided. **Please return the completed FERPA Statement of Understanding to the Office of the Registrar, Parsons Hall, Room 009.**

Indiana State University defines the following items as **directory information**:

1. Full name
2. Address: campus and home
3. Telephone listing
4. E-mail address
5. Major fields of study, including teacher licensure, majors and minors
6. Participation in officially recognized activities and sports
7. Weight, height, and position of members of athletic teams
8. Dates of attendance (including current classification, matriculation, and withdrawal date)
9. Degrees, awards, honors, and dates received, including honor roll designation
10. The most recent previous educational institution attended
11. Full- or part-time status

In Banner, on reports, via the web, etc., you may see students with a "confidential" indicator on their directory information. You cannot release directory information to third-parties (parents, spouses, partners, friends, employers, or others.)

The policy regarding student records can be found in the University Standards, the undergraduate and graduate catalogs, the Schedule of Classes, and on the Office of the Registrar website. Student records and directory information are accessible to members of the faculty and staff who have a legitimate educational need to know this information. If a student has requested confidentiality, you have a responsibility to protect this information. In fact, if a student has asked for confidentiality, you should not acknowledge that this person is even a student to outside inquirers. Instead, all inquiries should be addressed with: "I have no information about this person." If a student has not asked for confidentiality, you may release the items defined as directory information. Evaluations, program and course registration, schedules of programs and courses should not be released to anyone other than the student since it is not defined as directory information.

As employees of Indiana State University who have access to or custody of student information, you must provide adequate security for any information, files and/or records in your custody. Proper custody of student information includes, but is not limited to:

1. Keeping all student records in a secure environment.
2. Keeping all student information inaccessible to third parties by:
  - > Not leaving student records on tables, desks or in other areas open to third parties
  - > Securing computer screens so that third parties do not have view access to student information
  - > Not posting student evaluations, class lists or other personally identifiable student information
3. Shredding any document containing information that identifies a student(s).
4. Erasing, removing and destroying any electronic files containing information that identifies a student(s).
5. Not providing any information to outside parties.

*I understand that I have access to information that contains personally identifiable information, the disclosure of which is prohibited by the Family Education Rights and Privacy Act of 1974. I also understand that requests for information and questions concerning the release of information should be referred to the Office of the Registrar.*

**I have read the above and agree to maintain the confidentiality of student information.**

Yes  No

(By checking NO, access to administrative systems will not be granted and/or will be removed.)

Department

University ID # (XXX-XXX-XXX)

Phone Number

E-Mail Address

Printed Name

Signature

Date