



FERPA - Access to University Education Records

Department Name

Employee Name

As an employee of Adelphi University, I come in contact with student educational records. This access is necessary to assist me in successfully completing my job responsibilities. I am aware that these records are of a confidential nature, and, as such, are protected by FERPA - the Family Rights and Privacy Act of 1974 (as amended).

This law stipulates that no person outside of the University shall have access to a student's education records, nor will the institution (employee) disclose any information from those records without written consent of the student. Also, information on a student is not "shared" internally, unless a "legitimate education interest" is established.

I have read the pamphlet provided by the Office of the University Registrar, and by signing this letter, I agree to follow the guidelines established in that publication.

I am also aware that failure to comply with FERPA requirements is in violation of § 438 of Public Law 90-247.

Employee Signature

Date