



Statement of Understanding of the Family Educational Rights and Privacy Act

I understand that by the virtue of my employment with the _____ Office at Muhlenberg College, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Muhlenberg College's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

DATE

SIGNATURE

Print Name

FERPA at Muhlenberg College

Information for Employees concerning the Family Educational Rights and Privacy Act

1. What is FERPA?
“ A Federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.”
2. In a nutshell
 - a. College students must be permitted to inspect their own education records
 - b. School officials may not disclose personally identifiable information about students nor permit inspection of their records without written permission
 - c. College students must be given the opportunity to challenge the accuracy of their educational record.
3. What are Education Records
 - a. Maintained by the College
 - b. Directly related to a student
 - c. Includes files, documents, and materials in whatever medium (handwriting, print, tapes, disks, microfilm microfiche) which contain information directly related to students and from which students can be personally identified.
4. Be careful not to allow others access to student information.
 - a. Don't post grade information
 - b. Don't post using an SSN or BergID
 - c. Don't leave graded material where it is accessible to individuals other than the student.
5. Directory Information: Information not normally considered a violation of a person's privacy. May be shared without student approval.
Muhlenberg's Directory Information:
 - Student's name
 - College mail box and telephone number
 - Permanent home address and telephone number
 - Email address
 - Class Year
 - Major field of study
 - Student status (full-time/part-time)
 - Dates of attendance
 - Degree(s) and or awards received
 - Participation in officially recognized College activities (including but not limited to intercollegiate athletics)
 - Height and weight of student athletes
6. School officials who have a legitimate educational interest may obtain information from education records without obtaining prior written consent.
7. Legitimate Educational Interest is the demonstrated need to know by those officials of an institution who act in the student's educational interest, including faculty, administration, clerical and professional employees, and other persons who manage student record information. This includes student workers who assist a school official in performing his/her tasks or a student serving on an official committee.
8. Parents: We may disclose information to parents by obtaining the student's written consent. First year students are given a form at June Advising that allows them to give parents access to their education records. This data is stored in Capstone and may be viewed online.
9. For questions, contact the Office of the Registrar: 484-664-3190, deborahamte-horan@muhlenberg.edu