THE UNIVERSITY of NORTH CAROLINA

**GREENSBORO**

**Family Educational Rights and Privacy Act (FERPA)**

**Confidentiality Agreement**

“The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are ‘eligible students.’” (http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

• I understand that I must not disclose education records (or personally identifiable information contained therein other than directory information...) of students without written consent from the eligible student, unless my position requires me to disclose that information to University officials who have a legitimate educational interest in the records.

• I understand that a breach of confidentiality of such documents or information would constitute abuse of my assistantship as well as a violation of UNCG policy and federal law.

• I understand that the forgery, falsification, or fraudulent misuse of University documents and/or student records are offenses punishable under the Student Code of Conduct and may also be a violation of state and federal law.

• I understand that my failure to keep any information obtained in my workplace confidential may result in disciplinary action that may include termination from my assistantship.

• I have read and understand my responsibilities in accordance with the Family Educational Rights and Privacy Act. I agree to comply with this Confidentiality Agreement.

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Student’s Name (Print) Student’s Signature Date

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Supervisor’s Name (Print) Supervisor’s Signature Date

Department/Office/Agency Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A signed copy of this form must be maintained in the student’s file. It is not necessary to send a signed copy to The Graduate School. This form is required for graduate assistants who may have access to student records.