

Community College System of New Hampshire

What is FERPA?

FERPA stands for Family Educational Rights and Privacy Act (sometimes called the Buckley amendment). Passed by Congress in 1974, the Act grants four specific rights to students:

- The right to seek the information that the institution is keeping on them
- The right to seek amendment to those records and in certain cases append a statement to the record
- The right to consent to disclosure of his/her records
- The right to file a complaint with the FERPA office in Washington

What are the Basic Rules?

- Student educational records (personal information, enrollment status, grades, schedules) are considered confidential and may not be released without the written consent of the student.
- As a staff member, you have a responsibility to protect the educational records in your possession and to keep a student's academic, personal, and financial information confidential.
- You have access to information only for "legitimate use" in completion of your responsibilities as an employee of the Community College System of New Hampshire. "Need to Know" is the basic principle.
- Faculty and staff requiring computerized student data for official college business will be provided with access. The term "access" means to read or review student data. It does not include the ability to create or modify data.
- Any Community College System of New Hampshire employee engaging in unauthorized use, disclosure, alteration or destruction of student data in violation of this statement of principles, shall be subject to appropriate disciplinary action, including dismissal.

Important Information

To avoid violation of FERPA rules:

- Do NOT discuss/share student information with anyone other than the student (including parents/spouse, even if the student is under the age of 18) without written consent of the student. (Release forms are available from the Registrar's Office.)
- Do NOT provide anyone with student schedules or assist anyone, other than CCSNH employees, in locating a student on campus.
- Do NOT link the name of a student with that student's social security number in any public manner.

Student educational records exist in many forms. All are confidential!

**Community College System of New Hampshire
26 College Drive
Concord, NH 03301**

I, _____ understand that by virtue of my employment at
(print name)

Nashua Community College I may have access to records which contain individually identifiable and confidential 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 the CCSNH, policy and could constitute just cause for disciplinary action, up to and including termination of my employment, regardless of whether criminal or civil penalties are imposed.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

I have read and understood the attached FERPA rules and regulations provided to me by my employer and agree to abide by them accordingly.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

WITNESSED BY: _____ **DATE:** _____
Signature

Original to be sent to CCSNH Human Resources; copy to employee; copy to employee's supervisor