



Gadsden State Community College
Student Records Access Form

Employee Name: _____
Last Name First Name Middle Initial

Social Security Number: _____

Job Title: _____ Department: _____

Please read, sign, and date the bottom of this form and return to the Human Resources Office. This form must be returned before a contract and/or paycheck is processed.

FERPA (Confidentiality Statement)

Along with the right to access student records and transcripts at Gadsden State Community College (GSCC) comes the responsibility to maintain students' confidentiality rights, particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). The College Catalog, website, and Faculty/Staff Handbook state the policy regarding student records at GSCC. Student records are open to members of the faculty and staff who have a legitimate need to know of their contents; however, you do have a responsibility to maintain confidentiality. Under the terms of FERPA, GSCC has established the following items as directory information: *student's name, address, telephone number, date of birth, academic honors, and major fields of study, as well as information about a student's participation in officially recognized activities and sports, the weight and height of members of athletic teams, the date of attendance by students, degrees and awards received, and the most recent previous educational agency or institution attended by a student.* No other information may be released without written consent of the student. Grades, Social Security Numbers, Race, Ethnicity, and Student Schedules must not be released to anyone other than the student under discussion and never over the telephone or by e-mail.

FERPA Employee Acknowledgement

I understand that by virtue of my employment with Gadsden State Community College, I may have access to records which contain Personally Identifiable Information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). I acknowledge that I fully understand that I am not authorized to access records where I do not have a legitimate educational interest (need-to-know) in order for me to fulfill my professional responsibilities or duties as a school official. I also fully understand that the intentional disclosure of this information by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I also acknowledge that such willful or unauthorized access or disclosure also violates the Gadsden State Community College, State Board of Education, and FERPA Federal Law policy and constitutes just cause for possible disciplinary action up to and including termination of employment regardless of whether criminal or civil penalties are imposed.

By signing this form, I am affirming that I have read the above and agree to maintain the confidentiality of student records.

Employee Signature

Date

*All paperwork containing personally identifiable information and is not part of the students' official records, must be disposed of in a safe and timely manner. It is recommended that all personally identifiable information not part of the educational record be shredded. Please refer questions to the Office of the Registrar (256) 549-8263.