

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 the transcripts and records of students at Gadsden State Community College comes the responsibility to maintain the rights of students, particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). The College Catalog, Semester Schedule Bulletins, and Faculty/Staff Handbook state the policy regarding student records at Gadsden State Community College. Student records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Under the terms of FERPA, Gadsden State Community College has established the following items as directory information: *student's name, address, telephone number, date of birth, and major fields of study, as well as information about students' participation in officially recognized activities and sports, the weight and height of members of athletic teams, the dates 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.

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.

I have read the above and agree to maintain the confidentiality of student records. I understand that failure to maintain such confidentiality may be a violation of State Board of Education policy and Federal Law.

Employee Signature

Date