

Statement of Understanding of University Policies for Student Employees

I understand that, by virtue of my employment with _____ (office) at Penn State University (the "University"), I may have access to private and confidential records of other students at the University, including student education records which contain personally identifiable information pertaining to one or more students. Under the federal Family Educational Rights and Privacy Act ("FERPA") and University policy, student education records are protected from disclosure to third parties unless the disclosure is authorized under narrow exceptions. Accordingly, I agree to maintain the confidentiality and privacy of all such records during and after my period of employment at the University. I acknowledge that any unauthorized disclosure by me in violation of FERPA and University policy may constitute just cause for disciplinary action, including termination of my employment and other disciplinary sanctions.

I also understand that I am only authorized to access those student education records in which I have a legitimate educational interest as defined in University Policy AD-11, based on the responsibilities and duties of my position as described by my supervisor. Any access to student education records other than those in which I have a legitimate educational interest is a violation of University policy and may constitute just cause for disciplinary action, including termination of my employment and imposition of other disciplinary sanctions.

Furthermore, I have read and understand the following University policies:

- AD-11 University Policy on Confidentiality of Student Records
- AD-20 Computer and Network Security
- AD-23 Use of Institutional Data

and have successfully completed the online FERPA tutorial.

Student Employee Name: _____ PSU ID# _____

Signature: _____ Date: _____