

FERPA Compliance in the Registrar's Office

As a staff member in the Registrar's Office, you are expected to maintain the security of students' educational records at all times as a condition of your employment. To remain FERPA compliant, follow these guidelines at all times:

1. Do not give your keys to the vault to anyone at any time.
2. When you leave your desk, ALWAYS sign off Bosanova, the student records database.
3. NEVER give your username, password, or PIN to anyone.
4. NEVER leave student records on your desk unattended. Place documents in your file cabinet and lock it EVERY time you leave your work station.
5. NEVER discuss students' records in any context outside of your specific work duties.
6. Never divulge grades or GPAs to students over the phone under any circumstances.
7. Shred documents immediately after you are finished with them unless they are a part of a student's file in the vault. If the documents belong in the vault, return them to the appropriate file immediately when you are finished with them.

A good rule is to treat each document as you want someone to treat your personal information. Always take the extra step and secure the information you are working with. And if you are ever in doubt about whether a document is FERPA-protected, ask your supervisor.

Please sign here to indicate you have read, understand and agree to practice the guidelines above:

Employee's Signature:

Date:
