



OFFICE OF THE REGISTRAR

FERPA FORM

CONFIDENTIALITY OF STUDENT RECORDS STATEMENT OF UNDERSTANDING

In the conduct of its normal business, Mercer University collects, maintains and archives confidential academic information on students. The University, under the **Family Educational Rights and Privacy Act (FERPA)** of 1974, as amended, is responsible for maintaining and protecting the confidentiality of student records and is specifically prohibited from releasing non-directory information to third parties without the student's written consent. The act, however, permits University officials access to confidential information on a legitimate "need to know" basis.

Access to confidential student records information is granted to assist you in conducting your business on behalf of the University and its students. Accepting this access makes you responsible and liable for maintaining this confidentiality. Under no circumstances should you share student information, disclose any of your Mercer University password(s), or allow anyone to use your access.

Persons who violate the confidentiality of student records may be subject to disciplinary action.

<i>Please check all that apply.</i>			
<input type="checkbox"/> I DO NOT require access (provide name and signature ONLY)			
<input type="checkbox"/> Instructional Faculty	<input type="checkbox"/> Academic Advisor	<input type="checkbox"/> Administrator / Staff	<input type="checkbox"/> Student Employee
Name (please print):			
I have read the above statements and understand my responsibility to maintain the confidentiality of student records information.			
Signature:		Date:	
Mercer University ID:			
Mercer E-mail Address/ Help Desk Ticket Number:			
Job Title:			
College/ Department:		Phone Ext.:	
Signature of Supervisor or Department Chair(required):			

Please send completed form to the Office of Registrar, Macon Campus, Langdale 108
or fax to (478) 301-2455