



Student Employee Acknowledgement of Maintaining Confidentiality of Student Information

As a student employee, you are a significant and reliable part of the university work force. You will be engaged in important work in different areas of the university, including school and administrative offices that maintain official student records, therefore it is extremely important that you maintain the confidentiality of student information.

Your work may require you to access protected student records and information, such as student ID numbers, grades, course schedules, degree progress status, financial information, and academic standing. You may come in contact with student information through databases, computerized records, hard copy records, or verbal communication. The disclosure of this information is prohibited by the Family Educational Rights and Privacy Act of 1974.

A student employee who has access to records may not:

- Release the content of any record or report to anyone. This includes making unauthorized copies of any material and discussing any student's records.
- Knowingly include (or cause to be included) in any records or report a false, inaccurate, or misleading entry.
- Alter, erase data record or a data entry form and record, report or file.
- Share, communicate, or give access to assigned computing system and associated password(s)
- Unnecessarily access or manipulate your own records or that of other students/classmates when it is not required by your work assignments.

If you are ever asked for confidential information, please explain the confidentiality restriction and advise the person making the request to go through appropriate channels. Always keep in mind that it is best to ask the Registrar's Office when in doubt.

I understand my responsibility, as an employee of Virginia International University, to maintain complete confidentiality of all student records.

Print Name

Signature

Date