

# UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • 3211 Providence Drive Anchorage, AK 99508 • 907-786-1480

## FERPA Overview for Non-University Employees

UAA works hard to prove to students that we are serious about protecting their personal data. All active UAA employees that interact with student information must complete FERPA training annually in the [myUA Learning Library](#). Alternatively, non-university employees that interact with student information are expected to carefully read this document and sign and date below.

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, affords eligible students certain rights with respect to their education records. An ‘eligible student’ under FERPA is a student who is 18 years of age or older **or** who attends a postsecondary institution, regardless of age. An ‘education record’ is any record in any medium that is maintained by the institution and directly related to a student.

This federal law is designed to: protect the privacy of education records; establish the right of students to inspect and review their education records; and provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Eligible students also have the right to file complaints with the U.S. Department of Education concerning alleged failures by the institution to comply with the Act.

Under FERPA, the student must provide written consent before the university discloses personally identifiable information from the student’s education records, including to parents and legal guardians, regardless of the student’s age. School officials may review personally identifiable information without consent only when they have a legitimate educational interest to do so. A legitimate educational interest means the official needs to review an education record in order to fulfill their professional responsibilities for the university.

Please visit the [Annual Notifications and Disclosures](#) section of the University Catalog for additional information about FERPA.

For clarification or to report a possible FERPA violation, contact the University Registrar, Lindsey Chadwell, at 907-786-6190 or [Lchadwell@alaska.edu](mailto:Lchadwell@alaska.edu).

**I acknowledge that security and confidentiality is a matter of importance for all individuals with access to student information and records. I recognize that I hold a position of trust relative to this information and the responsibilities entrusted to me. I have read and fully understand the rules outlined in this form and agree to comply with them. I understand that a violation of FERPA may result in disciplinary action up to and including termination of my association with the university and may also include prosecution under federal and state law.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**The department/college should store this completed form in a secure location throughout the duration of the individual’s relationship with the unit. Once all business needs have been met, the form can be securely deleted/shredded. The Registrar’s Office does not need a copy of this form.**