

# ANTIOCH UNIVERSITY

---

## FERPA (Family Educational Rights and Privacy Act) Notice

Antioch University is dedicated to protecting student privacy.

*As a student worker, you have a legal responsibility under FERPA to protect the confidentiality of student educational records in your possession. You have access to student information only for legitimate use in the completion of your responsibilities as a student worker. Need to know is the basic principle.*

*Your access to student information, including directory information, is based on your student worker role within the university. You may not release lists or files with student information to any third party outside your college or department.*

*Student educational records (other than directory information) are considered confidential and may not be released without written consent of the student. Student information stored in electronic format must be secure and available only to those entitled to access that information. If you are in doubt about a request for student information, contact your supervisor.*

I understand that the disclosure of student information to any unauthorized person could subject me to criminal and civil penalties imposed by law and could be cause for disciplinary action including termination of my employment. When accessing the system, I understand that I must view only the information needed to complete my assigned or authorized task. I may communicate the information only to other parties with a legitimate educational interest in the information in accordance with FERPA.

I understand that by signing below, I agree to this FERPA Notice as well as the terms of the Model Notification regarding FERPA here. By signing, I further agree that I have a legitimate educational interest in this information, that I am specifically authorized to access the information, and that I am in compliance with FERPA and Antioch University policies.

If you have any questions about whether you have a legitimate educational interest in any student information, please contact [compliance@antioch.edu](mailto:compliance@antioch.edu).

I acknowledge this agreement for the current year.

---

Student ID#

Last Name

First Name

---

Signature

Date