

Confidentiality of Student Records Access to SFSEASI and SAM

Student Registration and Financial Services (SRFS) recognizes the importance of protecting the privacy of student and applicant records under the University's Policy on the Confidentiality of Student Records, personally identifiable information from a student or applicant's record generally may not be disclosed except with the student's written permission. SRFS also requires individuals to properly secure access to student data via desktop hardware/software and printed manual records.

Restrictions on Disclosing Student Information

In general, University faculty and staff may not disclose personally identifiable information from a student or applicant's records except with the student's written consent. Some of the most common exceptions to this rule are:

- To school officials with a "legitimate educational interest"- in other words, where the information is required or would be helpful in the performance of his or her duties, or in the pursuit of an enterprise sanctioned by the University;
- To parents, if the parent properly documents that the student is a dependent for tax purposes;
- As required by other law. (If your office receives a subpoena, court order or other legal papers soliciting student records, please contact the Office of General Counsel).

University faculty and staff may disclose directory information, such as name, address, telephone number, and other designated demographic data, without the student's consent, unless the student has chosen to object to such disclosure by "opting-out." Students can exercise their right to opt-out by contacting the University Registrar's Office. See also <http://www.upenn.edu/directories/dir-update.html>

As a general rule, University faculty and staff must inform any recipient of student records that they may not re-disclose that information unless they obtain the student's written consent.

Summary of University Policy on the Privacy of Student Records

A summary of University policy on the privacy of student records, which includes rights under the Family Educational Rights and Privacy Act ("FERPA"), often referred to as the "Buckley Amendment", is available at:

<http://www.upenn.edu/osl/confiden.html>

By signing below, you agree to follow university privacy/security policies regarding all disclosure of student information.

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|-------------------------------------|----------------------------|
| Name _____ (Please Print) | Address _____ |
| Organization _____ | Mail Code _____ |
| Title _____ | Phone # _____ |
| Logon ID P _ _ _ _ _ | Email Address _____ |
| Signature _____ | Date _____ |