



**STATEMENT OF UNDERSTANDING OF STUDENT RECORDS AND PRIVACY**

**TUTORTRAC AND ADVISORTRAC USERS**

Please read the following information and sign as indicated at the bottom.

In the performance of your duties in this office, you will collect, access, or otherwise become aware of information about John Jay College students that is confidential and covered under the Family Educational Rights and Privacy Act (FERPA, also known as the Buckley Amendment). Confidential information includes, but is not limited to, student information recorded in TutorTrac/AdvisorTrac. It may also include information disclosed in in-person conversations, over the phone, and in written correspondence.

In order to work in this department, you must agree to maintain the confidentiality of this information. For the protection of the students that we serve and in order to comply with federal and state laws and CUNY policies, all information must be kept secure and confidential, and under no circumstances should it be discussed outside the office. Disclosure of this information by you or any unauthorized person may subject you to criminal and civil penalties imposed by law and the termination of your employment with the college. In addition, you must agree not to use your access to TutorTrac/AdvisorTrac or any other college databases to update Or change your own records or to access or change any records when not required by business necessity or in the regular course of your job duties. You also agree not to use your access privileges to facilitate services to friends, family, or other individuals. Moreover, you agree to safeguard your passwords and change them at least every 90 days to protect the security of the databases to which you have access.

By signing this affidavit, you are certifying that you have read and understand the statements above, that you have read and understand the explanation of FERPA on Page Two of this document as well as the CUNY Computer Use Policy (URL on next page), and that you agree to protect the confidentiality of the information with which you will be working.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## **The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. Students who are currently enrolled or formerly enrolled are covered under FERPA regardless of their age. Deceased students and students who have applied but did not attend the institution do not come under FERPA guidelines.

Exceptions:

Directory Information: If an institution chooses, it may disclose information that is considered “directory information,” which includes but is not limited to the following:

- Name
- Previous institutions attended
- Past and present participation in officially recognized sports and activities
- Address
- Major field of study
- Physical factors (such as height and weight of athletes)
- Awards
- Telephone Number
- Honors (such as Dean’s List)
- Dates of attendance
- Date and place of birth
- Degrees conferred (including dates)
- Class

Disclosure of student information is also permissible to school officials who have a legitimate educational interest; to federal, state, and local authorities involving an audit or evaluation of compliance with educational programs; to parents of a dependent student (upon proof of dependent status); to organizations conducting institutional educational studies; in connection with financial aid; to accrediting organizations; to comply with a judicial order or subpoena; in a health or safety emergency; releasing directory information; releasing the results of a disciplinary hearing to an alleged victim of a crime of violence.

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Generally, requests for student information, whether directory or confidential, are handled through the Office of the Registrar. There should be no circumstances under which TutorTrac/AdvisorTrac users would have occasion to share student information with anyone other than the student or a college official with a legitimate educational interest. “When in doubt, don’t give it out.” Then consult a supervisor.

CUNY Computer Use Policy:

<http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf>