

THE UNIVERSITY OF ALABAMA
College of Education
Dean's Office and Office of Student Services

**AGREEMENT TO MAINTAIN CONFIDENTIALITY AND PRIVACY OF RECORDS
PERTAINING TO STUDENTS AND UNIVERSITY**

I _____, am a graduate assistant in the _____ in the College of Education and I understand that in this capacity, I may have access to confidential and private records of other students and/or confidential and private documents pertaining to the University. I understand that under federal law (Family Educational Rights and Privacy Act) and university policy, student records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential information must not be disclosed. I also understand that pursuant to University policy (<https://registrar.ua.edu/academics-policies/ferpa/>): I am not permitted to access student confidential or internal investigative information unless I have a legitimate work-related reason to do so that has been clearly authorized by university officials. I understand that if I have any questions about whether I should access confidential student record information or other confidential information described in this policy, that I should discuss that with my supervisor prior to accessing such information.

I agree to not access confidential information described in the above University policy unless I am authorized to do so, and I agree to maintain the confidentiality and privacy of information in all such records during and after program completion at the University of Alabama. I shall not, directly or indirectly, communicate to any person (such as other students, work colleagues, family members, etc.) other than my supervisor, or an individual approved by my supervisor, about any information concerning such records.

I certify that I have reviewed the above-referenced University policy concerning the confidentiality of records, the improper access to and/or release of information, and the alteration or destruction of a confidential record.

I am aware that any breach of confidentiality of this information or any abuse of my position, including but not limited to unauthorized access to records, disclosure of information from confidential records, alteration of records, and/or destruction of records or other similar acts, may result in disciplinary action through The University of Alabama Student Code of Conduct if applicable or otherwise, and may constitute a basis for disciplinary action, up to and including termination of employment.

Signature: _____

Date: _____

Name: _____

CWID: _____

(print name)