



OHIO
UNIVERSITY

**Office of the
University Registrar
Chubb Hall
Athens OH 45701-2979**

STUDENT WORKER
STATEMENT OF UNDERSTANDING

I understand that by virtue of my employment with the Office of the University Registrar at Ohio University, I may have access to records that contain personally identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the disclosure of this information by me to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that unauthorized disclosures also violate Ohio University's policy and could result in other penalties, including the loss of my job. See examples below:

- Your roommate is interested in meeting someone and asks if you can check his/her class schedule.
 - Class schedule information is not public without written permission from the student. Disclosing this to your roommate is a violation of FERPA.

- Your friend asks you to check to see if a final grade has been submitted.
 - Because your job does not require you to provide grade information to customers, you cannot check your friends' grades. You violate FERPA if you do.

Employee Signature

Date