

# Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 to protect the privacy of student education records.

**Educational officials are able to access a student’s record ONLY if they have a legitimate educational interest pertaining to their job.**

FERPA defines an educational official as:

* A person employed by the institution in an administrative, supervisory, academic, research, or other support position
* A person serving on an institutional governing body
* A person employed by, or under contract to, the institution to perform a special task, such as an attorney or auditor

By signing this form, I understand and acknowledge the following:

* I declare, in viewing applicant/student records, that I have a legitimate educational interest in the applicant/student’s academic record.
* My access does not include viewing student records from another UT Dallas program or discipline for purposes outside my legitimate educational interest.
* I will view documents and materials for the specific purpose of admission or resolution of a student-related issue and will not use or re-release acquired information for any other reason.
* If I do retrieve a student file flagged with a FERPA notation, I may release NO information about this student.

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Faculty/Staff Signature NetID

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Printed Name (Last, First, MI) Department

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