

FERPA Form for Non-Student System Users
Office of the Registrar, University of Memphis, 003 Wilder Tower / Ph: 678-2810

Complete this form; retain a copy in your department and submit the original to the Registrar's Office, 003 Wilder Tower.

FERPA (Family Educational Rights and Privacy Act) - Acknowledgement of Responsibility for Regulations Regarding the Confidentiality of Student Records and Security of Access Codes

As a student of the University of Memphis, I am aware that the data and materials to which I may have access are to be treated in a professional and confidential manner. I agree that I will not disclose or cause to be disclosed any such confidential information gained in the course of my research at any time. Such information includes, but is not limited to student records for which I have access.

I certify that I am aware of University Procedure UM1248, entitled "Privacy of Education Records," regarding the confidentiality of student records and the improper release of information and the improper alteration or destruction of a student record. I will comply with all requirements of this procedure. I will not access information that is not specifically related to my assigned work/research.

I am aware that any breach of the confidentiality of this material or any abuse of my position, including but not limited to alteration of records, destruction of records or other similar acts, may result in disciplinary action and may constitute a basis dismissal from the University.

Last Name: _____

First Name: _____

Middle Name: _____

U-Number: **U** _____

Department: _____

Type of Employee (if Applicable): _____

Office Phone #: _____

Supervisor or Chair's Name: _____

Supervisor or Chair's Signature Required: _____

Effective Date: _____

User's Signature Required: _____