



UMID/TigerLIFE Policies & Procedures
Confidentiality & FERPA
February 2017

The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their student's education records.

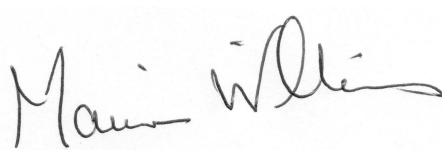
University training on FERPA is required to be completed by all employees of TigerLIFE at the beginning of employment.

You may learn a great deal about students, parents of students, and university personnel from your work. Such information must be held in strict confidence and not discussed with others unless it is necessary in the official performance of your duties.

Students' educational records, academic performance, behavior, and/or incidents that have occurred are not to be discussed with anyone who is not a TigerLIFE/UMID employee, and then any discussion **MUST** be in the course of carrying out the assigned job responsibilities.

Team leaders are the ONLY personnel who are allowed to have contact with parents, family, guardians, caretakers, personal care assistants, and/or any non-UMID/TigerLIFE employee unless otherwise specified in writing by the Associate Director.

If approached by any of the aforementioned individuals, refer them promptly to your team leader or to the front office at (901) 678-4303.

Approved: 
Maurice Williams, Associate Director