

Family Educational Rights and Privacy Act (FERPA) Acknowledgement

This form is to be used by the LMU community to acknowledge obligation under the Federal Educational Rights and Privacy Act (FERPA) to prevent unlawful disclosure of student records.

The security and confidentiality of student records are matters of concern to all LMU employees. Employees with access to student records are in a position of trust in maintaining the security and confidentiality of student records. LMU employees must undergo training in the Family Educational Rights and Privacy Act (FERPA) prior to accessing student records. A short FERPA tutorial can be accessed online by selecting FERPA at <http://registrar.lmu.edu>.

NAME:	TITLE
DEPARTMENT	<input type="checkbox"/> FACULTY <input type="checkbox"/> STAFF <input type="checkbox"/> STUDENT
EMAIL	PHONE

By signing this form, I acknowledge that I have reviewed the online FERPA materials, have completed the FERPA tutorial, and now understand my obligations under FERPA for the proper access and release of student education record information.

SIGNATURE	DATE
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Questions or concerns regarding FERPA should be referred to the University Registrar, Custodian for University Academic Records.

Please return this completed form to the Office of the Registrar
FAX: (310) 338-4466
Intercampus mail: Office of the Registrar, MS 8325
In-person: St. Robert's Hall 104-107