

**Confidentiality Compliance Statement for Student Records
(Employee non-disclosure statement)**

I understand that in the normal course of my work I am obligated to protect the confidentiality of student records maintained by the University of Texas at Tyler.

I am aware that information contained in any student's educational record including the records of individuals with whom I have a personal relationship can be released only as permitted under the terms of the Family Educational Rights and Privacy Act of 1974.

This information can be found in The University of Texas at Tyler catalog under the heading of Student Records Family Educational Rights and Privacy Act (FERPA).

I understand that under the revision to the original act (Buckley Amendment) students are not allowed access to information furnished by their parents, or to confidential letters of evaluation placed in or forwarded to student records under an agreement of confidentiality prior to January 1, 1974.

I further understand that this statement of compliance includes release of information in printed form, by electronic media, and by telephone.

I understand that these records are confidential and that if I knowingly disclose, divulge, or discuss any such confidential information with unauthorized person or persons, I may be subject to dismissal from employment by the University.

Name: _____

Title: _____

Signature: _____

Date: _____