



**Acknowledgment of FERPA Requirements
for Access to Student Information**

Authorizing Administrator: Reta Pikowsky, Registrar Phone: 404-894-4181

Family Educational Rights and Privacy Act of 1974

All student information contained in Georgia Tech data systems (Banner and other systems) as well as that stored in other formats is accessible only to those whose job requirements provide a legitimate educational need to have access to such information. Student academic data is covered by the dictates of the Family Educational Rights and Privacy Act of 1974 (FERPA) which protects student rights with regard to educational records maintained by the institution.

All student data should be considered *confidential* and no personally identifiable information should be released without the written consent of the individual student. The intentional disclosure of this information to any unauthorized person by an individual violates Georgia Tech policy and could constitute just cause for disciplinary action including termination of employment, regardless of what other penalties might be imposed under the law.

Failure to comply with FERPA guidelines could adversely impact the privacy rights of students and could cause loss of access privileges to the individual. Loss of federal funds to the Institute is also a possibility, even though that might be unlikely.

More information on FERPA and Georgia Tech's policies are available at:
<http://www.registrar.gatech.edu/students/index.php>

Please complete this form and turn it in to your School or Department office so that it can be kept on file.

I certify that I have read and understood the above before signing.

Signed: _____ Date: _____

Print Name: _____

School/Department: _____