

University of Wisconsin-Superior
STUDENT EMPLOYEE CONFIDENTIALITY AGREEMENT
03-6000-68(9/08)

I understand that I may/will have access to confidential student information while employed at UW-Superior and that any disclosure of such information to unauthorized individuals is grounds for immediate dismissal. I have read and understood the statement below on the "Rights to Access and Release of Records and Directory Information".

Students ID Number:

Students Name (printed):

Supervisors Name (printed)

Students Signature

Date

Supervisor Signature

Date

Rights to Access and Release of Records and Directory Information.

Students are entitled to review those education records maintained by the University which are directly related to them. Except for that information forbidden by the law, the following files and all information contained therein shall constitute the student's official educational file. Registrar's file-Registrar; Graduate file-Director of Graduate Studies; Credential file-Director of The Career Center; Financial Aid file- Director of Financial Aids. A written request by the student for a review of his/her records may be filed with the above designated person responsible for a particular portion of the student's record.

Academic and clerical staff employed by the University has access to student educational records that include transcripts, recommendations, evaluations, financial records, petitions, honors, standardized test scores, and correspondence.

Student information shall be released only in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 and the following institutional policy of UW-Superior:

1. The University has 45 days in which to comply with a student's written request to review his/her records.
2. All information declared confidential by the Act or excluded from the definition of "educational records" in the Act is unavailable for the student's inspection.
3. After viewing his/her records, a student may request the appropriate office maintaining the record, to remove or modify specific information contained in the record which the student believes is misleading, inaccurate, or inappropriate;
4. If a student's request is denied, he/she may insert in his/her record a written explanation relative to the contents, or he/she may file in the appropriate office a notice of intent to appeal which will be heard by the student-faculty hearing panel.

Students are further notified that the Education Amendments Act of 1974 (Family Educational Rights and Privileges Act of 1974) states that the following information can be considered to be directory information and therefore is available to the public; name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. A student has the right to inform the university that any or all of the underlined directory information should not be released without his/her prior consent. If the student wishes to restrict the release of this information, he/she must complete a written request to that effect and submit it to the Registrar's Office.

Information other than the items listed above will not be released without the student's specific written permission except as provided by law.