

INFORMATION RESOURCES REQUEST FORM

Lamar State College Orange

To the Lamar State College Orange Community:

Through our Administrative System (Student, Finance, and HR Systems), you may now have access to student information that is protected by the Family Education Right and Privacy Act of 1974, as Amended (FERPA) or by institutional policy. FERPA is in effect for any person enrolled in an institution of higher education, regardless of age. FERPA stipulates that certain student information, including but not limited to grades, grade point average, academic probation/suspension and social security number may not be given to a third party without the written consent of the student who "owns" the information. This means you may not post grades by SSN or allow anyone other than the student or an agent of the college who has legitimate need to know to see student information on a monitor or hard copy unless you have written permission from the student. This includes parents. Parents must file a dependent's statement with a photocopy of the page of their Federal Income Tax form listing dependents as proof that the student is their dependent. If you fail to take proper measures to safeguard this information, you will place LSCO at risk and lose your access to the Administrative System. The penalty for FERPA violation is loss of Federal funds including financial aid.

All Lamar State College Orange personnel with access to the Administrative System must acknowledge they understand and accept the responsibility of protecting the privacy of student records. Please sign and date this form, make a copy for your records, and return the original signature copy to the Computer Security Officer. If you have any questions about FERPA, please contact the Records Office.

CONFIDENTIALITY STATEMENT

I, _____, understand that the information maintained by the Records Office for Lamar State College Orange is confidential under the Federal Education Rights and Privacy Act of 1974, as amended. I understand that all of this information is confidential regardless of where I may be working on campus. I understand that I may provide this information only to the student who owns the information or to a faculty/staff/administrator, who meets the definition of a legitimate need to know.

Other individual must meet the requirements set forth in the law in order to access student information; for example, a parent must sign the FERPA statement and provide proof from Federal Income Tax that the student is a dependent.

If I release information that I should not, or discuss confidential information, I understand that I

- **As an employee, I can be dismissed**
- **As a consumer of LSCO information, my access to said information resources will be removed.**

Further legal action may be taken in either case. I have read this form and agree to the requirements of confidentiality.

Name: _____ Date: _____

Signature: _____ Phone#: _____