# 8.2.2 Privacy of Student Records and FERPA: Implementation

## 1. Privacy of Student Record/FERPA

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Establishes a Stanford University identification number (SUNet ID) and updates personal information in Axess.</td>
</tr>
<tr>
<td>2.</td>
<td>Maintains student information, including advisers and milestones in PeopleSoft Student Administration.</td>
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<tr>
<td>3.</td>
<td>Completes necessary PeopleSoft training in order to access private student information, including students’ university bill.</td>
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<tr>
<td>4.</td>
<td>If he or she wishes, uses the Privacy function in Axess to prohibit release of any items identified as &quot;Directory Information [1],&quot; with the exception of the student's name and SUNet ID.</td>
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<tr>
<td>5.</td>
<td>Appropriately protects the privacy of student records, referring any questions in this regard to the Office of the Registrar.</td>
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</tbody>
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