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

Links