# 8.2.2 Privacy of Student Records and FERPA: Implementation

## Jump To:

1. Privacy of Student Record/FERPA

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<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Establish a Stanford University identification number (SUNet ID) and</td>
<td>Student</td>
</tr>
<tr>
<td>update personal information in Axess.</td>
<td></td>
</tr>
<tr>
<td>2. Maintain student information, including advisors and milestones in PeopleSoft Student Administration.</td>
<td>Degree Program</td>
</tr>
<tr>
<td>3. Complete necessary PeopleSoft training in order to access private student information, including students’ university bill.</td>
<td>Designated staff</td>
</tr>
<tr>
<td>4. If they wish, use 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>
<td>Student</td>
</tr>
<tr>
<td>5. Appropriately protect the privacy of student records, referring any questions in this regard to the Office of the Registrar.</td>
<td>All involved parties</td>
</tr>
</tbody>
</table>