

FERPA Acknowledgment Form

After reading the FERPA training site, please print this form, insert your name as agreeing to abide by the regulations regarding access to student records and files, sign, date and forward to the Registrar

I, _____, upon signing this document agree to abide by the regulations regarding access to student records and files at Shawnee State University. The regulations have been provided to me and have been explained to my satisfaction. Access to the student files may be revoked upon any violation of these regulations and other disciplinary action may result.

Name (Last): _____ (First): _____ (M.I.): _____

Department: _____ SSU ID Number: _____

Signature _____ Date: _____

Submit to the Registrar's Office (2nd floor University Center), or FAX (740) 351-3593 or Email jhammonds@shawnee.edu. When the form is received in the Registrar's Office, Jenzabar CX (CARS) and MySSU access will be assigned, if applicable.