

Quinsigamond Community College

Application for Access to Computerized Student Records System

Access is issued to Quinsigamond Community College members upon request by their respective VP or Dean. This access is to be used only by the individual to whom the user ID is assigned, and only for the purpose of performing administrative data processing within the confines of the individual's official college duties. Unauthorized use of any administrative data may be a violation of the privacy rights of individuals enrolled at the College and/or a violation of state and/or federal law.

Applicant's Name: _____ Telephone: _____

Address _____

Please indicate your position at the College:

Full Time Staff: _____ Part Time Staff: _____ Other, please indicate title: _____

Name of Supervisor Requesting Access : _____ Supv. Initials: _____

Name of VP or Dean: _____

Signature of VP or Dean: _____ Date: _____

Is this person replacing a person who had access? If yes, who _____

Should access to the Student Records System be deleted for this person? Yes No

If yes, ___ Immediately _____ or Future Date ____/____/____

Confidentiality Statement: (Please Read Carefully)

As a member of the Quinsigamond Community College community whose position responsibilities require interaction with the computerized student records system I understand that I may be provided with direct access to confidential and valuable student data. Accordingly, I shall access such student information only in the conduct of my official college duties and in compliance with the Family Educational Rights and Privacy Act (FERPA) which is a federal law designed to afford students certain rights regarding the disclosure of their education records.

In the interest of ensuring the secure and proper use of this data, and in respect for the privacy of others, the College has established the following operational principles:

1. Employees will maintain the confidentiality of their password.
2. Employees will maintain or view the data to which they have access in strictest confidence. The information viewed will not be shared in any manner with others who are unauthorized to view such data.
3. **Any instances of a request for student information beyond Directory Information (including law enforcement officers) should be directed to the Registrar. (Directory Information = name, address, major, dates of attendance, full time part time status, and participation in officially recognized activities and sports)**

I have been given copies of and have read and understand the Institution's FERPA Policy Statement and the Confidentiality Statement referenced above.

APPLICANT'S SIGNATURE

DATE

WHEN EMPLOYMENT CEASES ACCESS WILL BE TERMINATED