FERPA Training Completion and Request for EIS Access to View Basic Student Records

All employees requesting access to EIS (Enterprise Information System) must undergo training in the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA) prior to accessing student information. To access the training, go to: http://www.hsc.unt.edu/Departments/Registrar/FERPA/WhatisFERPA.cfm. If you have any questions, please contact the Office of the Registrar at (817) 735-2201.

I understand that by virtue of employment with the University of North Texas Health Science Center, I may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA).

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates University of North Texas Health Science Center policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Agreement

By signing this form, I am affirming that I have reviewed and understand all the information regarding FERPA provided on the FERPA Training Website.

I understand that all information contained in EIS is regulated by university policy and procedures. Any unauthorized use of these systems could result in the loss of Student Record Access and possibly disciplinary or criminal action. **ALL INFORMATION BELOW IS REQUIRED BEFORE ACCESS CAN BE UPDATED IN EIS.**

_____   _____
Signature (required)   Date (required)

_____   _____
Printed Name (required)   EMPLID (required)

_____   _____
Department (required)   EUID (required)

_____   _____
Dean, Department Chair or Account Authority Approval   Phone extension (required)
(required)

Questions regarding data collected may be directed to the Registrar. (HB 1922)

After you complete this form, return it to the Registrar's Office by one of the following methods:

- FAX to (817) 735-0448

- Mail intercampus to the Registrar's Office, EAD 239.

Access to EIS will be given after receipt of this form with all information completed and required signatures.