

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	04-0006				
Name of Policy:	FERPA training for students who work with student educational records.				
Date of Last Revision:	April 2024	Initial Date of Approval:	May 2022	Initial Effective Date:	August 2022
Policy Owner	Office of the Registrar				
Policy/Chapter Sections					
Date of Next Review:	April 2027				

1.0 PURPOSE

To provide consistent foundational FERPA education training for all student workers and students whose duties and role brings them into contact with other student's personal and confidential educational record.

2.0 – SCOPE

Covers all student workers, tutors, resident hall monitors, UE 100 Course assistants, graduate assistants, student volunteers, student interns, student senate members and student organization representatives who have access to or work with student's personal and confidential information.

3.0 – POLICY

All student workers, tutors, resident hall monitors, UE 100 Course assistants, graduate assistants, student volunteers, student interns, student senate members and student organization representatives who have access to or work with student's personal information are required to complete through a maximum of one-hour foundational FERPA training delivered online. The training is to be completed within 30 days of being hired or in the case of students who are not paid staff, before they come into contact with student confidential information.

The training is not intended to replace the specific FERPA or other confidential training processes required by the departments.

Upon completion of training, student will receive a certificate which must be presented to the Student Employment Coordinator and their supervisor or appropriate department or staff member overseeing their role.

For paid student worker positions, all training time is considered compensable and must occur following their date of hire. The definition of "paid" includes giving of stipends, scholarships, earned credits, or other non-monetary rewards.

4.0 – HISTORY

This policy is similar to faculty and staff mandatory FERPA training. It is also strongly recommended by the Department of Higher Education, Privacy Technical Assistance Center as a means of safeguarding

student personal confidential educational record.

Students in these positions act as “School Officials”, they have legitimate educational need to have access to educational records that allows them to perform their tasks, so is there a responsibility to abide by FERPA regulations in the access and use of student educational records. This policy of mandatory training offers the students the foundational knowledge of FERPA and how we as an institution safeguard student information and what is required of them when they come into contact with student records.

5.0 - RELATED DOCUMENTS

Training will be delivered through the campus LMS in collaboration with HR Training.

Questions? Contact the Office of the Registrar at registrar@mssu.edu or 417-625-9389.