

**ACKNOWLEDGMENT
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
OF 1974, AS AMENDED**

All employees requesting access to the Banner Information Management System must undergo training in the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA) prior to accessing student information. This Web site is a means of providing such training on-line. If you have any questions, please contact the Registrar's Office at ext. 1250

I understand that by virtue of employment with Concordia University I may have access to records which 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 Concordia University policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

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

_____ Signature	_____ Date
_____ Printed Name	_____ Banner ID Number
_____ Department	_____ Phone Extension

Please print this acknowledgment, complete the form, and return to Kenneth Clavir, Registrar's Office, by either of the following methods:

1. FAX to (949) 854-6713
2. Mail intercampus to the Registrar's Office, Grimm Hall, 1st Floor, 105

Access to Banner will be given after receipt of this form