



## FERPA Tutorial

### *Welcome to the Family Educational Rights and Privacy Act online tutorial for GSC Faculty & Staff!*

This tutorial is intended to provide information about the Family Educational Rights and Privacy Act of 1974 (hereafter referred to as FERPA), how FERPA laws govern the protection of our students' privacy, and how complying with FERPA laws and guidelines affects your job responsibilities at Gainesville State College.

An educational institution that receives funds under any program administered by the U.S. Secretary of Education must comply with FERPA. Gainesville State College is thereby legally responsible for protecting the confidentiality of GSC students' education records. In response to our role as "custodian" of students' records, all GSC employees must review this tutorial, answer the quiz questions, and submit the confidentiality agreement as a condition of their employment. For new employees whose job duties require access to students' records, this tutorial must be completed before they are granted electronic access to student records via Internet Native (INB) Banner, Banner Web, and/or eLearning.

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