Today’s topic, FERPA training for student employees that will use Sierra Connect.

 You supervise a department that utilizes student employees and if they need access to Sierra Connect, the students must complete FERPA training. Until we can either utilize technology or create an easy-to-use system to track the training, it will be the responsibility of the manager to ensure students do so before the students are given access. Once students are verified that they completed the training, student workers are eligible to view information that includes other student’s phone number, id number, email, program connections, special pop connections, class schedule, interest area, financial aid info, test placement, and units earned, all within Sierra Connect.

 I’ve attached the approved PowerPoint that you can use to administer the training. To ensure that students learned some key points through the training, you are encouraged to ask them a few questions about FERPA. Through this verification process (these are examples, you may use your own):

 E.g., What is Personally Identifiable Information?

* Student’s or family’s name, SSN, address, student number
* Indirect identifiers that have the effect of identifying a student: mother’s maiden name, place of birth, date of birth

E.g., Over the phone, how can you prove you’re talking to the student?

* To ensure record security, ask ALL the following: student’s complete name, student’s ID number, student’s date of birth
* If the student doesn’t know their Sierra College ID number, ask the student to confirm their address

E.g., Who do you refer to if you’re being asked to provide FERPA information?

* In almost all cases, you will refer anyone requesting FERPA-protected information to your supervisor

 Here are your next steps:

1. Download and save the attached FERPA PowerPoint to your computer for reference.
2. Assure that your students have completed the FERPA training through the verification process outlined above.
3. Complete this form to request your student worker be given access: <https://solutions.sierracollege.edu/TDClient/1795/Portal/Requests/ServiceDet?ID=36282>
* Put your student’s name in the requestor area and that they need access to the student overview page in the comment area.