

## Use of Student Information System Data in Student Hiring and Employment

The Family Educational Rights and Privacy Act, or FERPA, allows students to access their educational records and limits the ability of others to access those records. FERPA applies to all records that fall within its broad definition of “educational records.” Student educational records at UCR include all records directly related to a student that are maintained by or for UCR.

All university employees are legally obligated to protect the privacy rights of students and the confidentiality of educational records in accordance with federal law and university policy. For additional information on the Family Educational Rights and Privacy Act, or FERPA, see university policies at <http://registrar.ucr.edu/registrar/privacy-ferpa/index.html>.

If a certain GPA standing or the completion of a specific class or a grade in a course is required to apply for or maintain the position, the student should be directed to submit official or unofficial grade reports or transcripts (degree check out summary in R’Web), so that the employer can verify the academic performance.

Staff and faculty who have access to the student information system as a part of other defined job responsibilities are **prohibited** from using their access to independently check the GPA, grades, class schedule, contact information or any other information contained within the student information system for the purpose of checking or verifying information submitted on an employment application or in order to qualify the student to maintain the position EVEN if the student gives consent. **Students should be directed to provide a transcript or grade summary as noted above.**

### Release of Student Records

FERPA regulations apply to all student employment records. You need the student’s consent to provide a reference or discuss anything about the student’s employment. Students are asked when logging into R’Web if they approve the release of their student employment information through The Work Number. This permits Third Parties to access employment verifications. The Work Number should be your primary resource for employment verifications.

You can download the FERPA Release Consent Form at:

[http://registrar.ucr.edu/docs/permission\\_to\\_release\\_educational\\_records.pdf](http://registrar.ucr.edu/docs/permission_to_release_educational_records.pdf) and have the student sign it to approve employment inquiries you need to respond to. Please ensure you maintain the signed form in your records to document consent was received.