

Northwestern University FERPA Studies Exception Agreement

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, is a Federal privacy law. The Northwestern University FERPA policy can be found [here](#). FERPA and its implementing regulations in 34 CFR part 99 protect the privacy of students' education records and affords student who attend an institution of postsecondary education certain rights to inspect and review education records, to seek to amend these records, and to consent to the disclosure of personally identifiable information (PII) from education records. The general rule under FERPA is that PII from education records cannot be disclosed without written consent. However, FERPA includes several exceptions that permit the disclosure of PII from education records without consent. This document is based on requirements specified in the implementing regulations (34 CFR Part 99), and will be retained to confirm compliance with those requirements.

Study and Methodologies

Study Name	Contact Name(s) & Email(s) Please specify Primary, Data Custodian, and Data Analyst(s), if different
Scope	Sponsoring Program/Unit
Purpose	

Duration	Method & Proof of Data Destruction	
Personally Identifiable Information To Be Used List each separately		
Method of De-identification		
Data Security Methodology		

Statements of Agreement

By checking the boxes below, and by my signature, I agree to abide by the following FERPA studies exception implementation regulations and Northwestern University requirements:

<input type="checkbox"/>	I will not re-disclose any PII to which I have access for the purpose of this study. I will use the PII only to meet the purposes as stated above and will amend this agreement should the purpose of use within the study change. I will not use this PII for any purpose outside this study.
<input type="checkbox"/>	I will take any necessary steps to maintain the confidentiality of the PII. I will notify the student data custodian named below in the case of a data breach and follow the necessary notification protocols.
<input type="checkbox"/>	I acknowledge the right of the data custodian named below to audit the maintenance of and access to PII used for this study. I will notify the data custodian in advance of any publication and permit review of final materials to ensure that PII remains confidential. I understand that this document may be published or shared with students whose PII is made available for this study.
<input type="checkbox"/>	I will abide by each of the agreed-upon methodologies above. Should changes become necessary, I will contact the data custodian immediately to request amendment.

Requestor Name	
Requestor Signature	Date
Data Custodian Name	
Data Custodian Signature	Date
FERPA Officer Name	

FERPA Officer Signature	Date

For office use only

Approved	Denied	Consent Not Required Under FERPA