**FERPA ADDENDUM COVER SHEET**

**Appropriate Use of this Form**

* Use this approved FERPA Addendum template when the College contracts with an external organization (“Contractor”) that will require access to student education records to complete the contracted work for the College. This includes organizations that legitimately need or will have access to the College’s student education records in order to create, obtain, transmit, use, maintain, process, evaluate, store, or dispose of student education records for the College. This Addendum should be used in conjunction with the initial contract that the College executes with the Contractor.

**How to Fill Out this Form**

* Prior to completing the form, be prepared to provide the following information:
  + Name of the Contractor and full address
  + Execution date of the initial agreement
* This form is in a Word document format with restricted editing. This means that you can only edit the highlighted areas in the document.
* Guidance for filling out the form is listed in blue text throughout the document. When you fill out the form, please replace the blue text with the appropriate information, or remove the blue text as applicable.

**Things to Remember About Routing Contracts**

* If a contract is grant related, you must contact the Grants Office prior to the contract routing process.
* If a contract is technology related, you must contact IT Asset Management prior to the contract routing process. IT Asset Management may review the contract for sensitivity of data accessed and the need for use of a non-disclosure agreement.
* After a contract is created, a [Contract Routing and Approval Form](http://www.cscc.edu/employee/doing-business/pdf/Contract%20Routing%20and%20Approval%20Form.pdf) should be completed and attached to each contract.
* When using an approved CSCC contract template found on the [Columbus State Employees Forms Page](https://www.cscc.edu/employee/forms.shtml) under the Legal Office heading, there is no need to send the agreement to Legal for review. However, the College’s legal counsel must review all non-standard agreements (not an approved CSCC contract template).
* Please follow your department’s signature protocol developed according to the College’s [Purchasing Authorizations and Signature Approval Protocol](http://www.cscc.edu/employee/doing-business/pdf/Signature%20Protocol%2010%202016%20to%20Deans%20and%20Directors%20from%20CFO.pdf).
* Please send the fully executed contract, contract routing form, and any supporting documentation to:
  + The assigned grant accountant for contracts involving grants; or
  + Purchasing/Accounts Payable for contracts that are not grant related.
* Keep a copy of the contract in your department for records retention purposes.

**ADDENDUM**

between

Columbus State Community College

and

Contractor

This Addendum is made to the Agreement between Columbus State Community College (College) and Name of Contractor (Contractor), Address of Contractor, executed Date Contract Signed, and now amended by mutual agreement by the parties as follows:

1. FERPA Compliance.
   1. For purposes of carrying out this Agreement, Contractor will perform an institutional service or function for which the College would otherwise use employees, and is hereby designated by College as a school official having a legitimate educational interest in accessing, using, and tracking student education records, as permitted by the Family Educational Rights and Privacy Act, (FERPA) (34 CFR Part 99.3)
      1. Contractor understands and agrees to comply with FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) in that the storage and use of student education records by Contractor will comply with all FERPA requirements.
      2. Contractor understands and agrees that that it remains under direct control of College with respect to the use and maintenance of the education records. Contractor understands that the use of educational records is limited in scope and purpose. To access education records there must be a legitimate educational interest and must be essential to complete a function or task under this agreement.
      3. Contractor understands and agrees that it is prohibited from re-disclosing any personally identifiable information from the education records at any time or for any purpose whatsoever.
      4. Any failure to comply with applicable FERPA requirements by Contractor or any of its employees will be immediately reported to College by Contractor.

All other terms and conditions of the parties’ Agreement remain unchanged and in effect. This Addendum and any/all preceding amendments to the Agreement are hereby incorporated by reference into the original Agreement executed Signed Contract Date, as if fully rewritten therein.

The parties signing below are duly authorized officers of their respective entities.

Executed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, year.

Contractor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name, Title

COLUMBUS STATE COMMUNITY COLLEGE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name, Title

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Printed Name, Title