

**NORTHWEST MISSOURI STATE UNIVERSITY  
END USER AGREEMENT  
RELEASE OF INFORMATION FROM EDUCATION RECORDS  
TO OTHER PARTIES PURSUANT TO  
34 C.F.R. SECTION 99.31(a)(6)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides for the protection of a student's privacy regarding information about that student contained in education records maintained by Northwest. As a general rule, that information may not be released without the student's consent unless the release is pursuant to a specific exception specified by FERPA. One of those exceptions permits release of information from a student's education records to organizations conducting studies for or on behalf of Northwest when the purpose of the study is to improve instruction. This document establishes the terms and conditions for such a release.

**Name and address of organization conducting study:**

**Purpose of the study:** As Northwest has worked with its various feeder schools, it has learned that these schools have very little data on which to gauge the effectiveness of their curricula, especially as it pertains to preparing their students for actual success once in college as opposed to merely being successful at getting into college. Providing these schools with college success measures pertaining to their alumni will help them evaluate their curricula and counseling practices with the objective of making their students more "college ready." Having entering matriculants be more college ready is in Northwest's interests as it would improve freshmen success rates and, in the longer term, college graduation rates.

**General description of information to be released:** Northwest will release to the school information about that school's currently enrolled students that will include but not be limited to such things as student scholarship awards, student admissions qualifications, and student performance at Northwest. This information will be provided in a series of reports to be developed, which may include among them the following:

- Report 1: This will be a list of the data elements by banded headcounts for ACT Composite, ACT Math, ACT English, ACT Science, ACT Reading, High School GPA, High School Core Met (Y/N), and High School Rank Percentile. Each band in each element/metric will display the school's currently enrolled headcount, aggregate cumulative GPA, aggregate NW GPA and will compare them to All Northwest undergraduate students in the same bands.
- Report 2: This will be a list of alumni from the school with each individual student listed by name and information regarding that student's scholarship awards, a historical listing of declared primary curriculum, ACT Composite, cumulative GPA, and NW GPA.
- Report 3: This will display by individual student any Math/English course taken and the grade received in a selected term. Developmental (remedial) courses will be noted. That report may also include the student's currently declared primary curriculum, ACT Math/English subscores and maybe ACT Composite.

Other reports containing information from the student's education records may be generated as necessary to fulfill the purposes of the study.

**Name of organization's representative authorized to receive information:**

**Terms and conditions for the release of information:**

1. The study must be conducted in a manner that does not permit the personal identification of students whose information is released by individuals other than by representatives of the organization who are involved in the study.
2. The information that is released will be used solely for the purposes of the above described study, may not be copied except for ordinary and reasonable backup purposes, and may not be disclosed to any other party, except to the extent required by law or legal proceeding.
3. Once released, protection of the information becomes the responsibility of the organization.
4. Once the information is no longer needed for the purposes for which the study is being conducted, it must be destroyed and the organization's authorized representative must provide Northwest with a statement certifying that the destruction has occurred.

On behalf of the organization named above, I agree to these terms and conditions and commit the organization to comply with them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date