

The goal of Starfish is to document your interactions with students and share information with other colleagues who are working collaboratively to support student success. An important way to document student interactions in Starfish is through notes, both general notes and appointment notes. These assist you in remembering interactions and allow other authorized colleagues to be aware of interactions.

When making notes, please keep in mind the following details:

**Shared vs. Private Notes** Every note entered should be considered subject to review because of the Family Educational Rights and Privacy Act (FERPA), which allows students to inspect their educational records upon request. This is true even if you select the Private Notes option. For this reason, all Starfish notes default to a shared notes setting and private notes should not be used. A good rule is to avoid writing anything you would not be comfortable with students, their parents, or potentially a third party reviewing.

When creating a note, you can find which TAMUK roles have permission to see it at the bottom of the Create Note screen

