Family Educational Rights and Privacy Act (FERPA)
Non-Disclosure / Confidentiality Agreement

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the confidentiality of student education records. "Education records" are those records that are directly related to a student that are maintained by an educational institution or by a party acting for the institution. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

As a student employee of Jefferson Community and Technical College, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this Federal law.

- You must not, under any circumstances, release to any person(s) information about a student, unless your position specifically requires you to do so. You must refer any requests for information about a student to your supervisor to ensure that you do not violate FERPA. You must not release any information about a student unless authorized to do so by your supervisor.

- You must avoid acquiring student record information that you do not need to do your job, nor should you disclose/release information about students that you may have learned while performing your job. Even a minor disclosure of information may be a violation.

- The department you work in may have additional restrictions on information sharing and/ or additional rules about privacy and confidentiality. *(e.g. research results, pending policy changes, financial information)*. Be sure to discuss these issues with your supervisor before you begin working. In general, keep any information obtained at the workplace at work.

I have read and understand my employee responsibilities as described above and that unauthorized disclosure is a violation of Federal law.

Student Name (Print) **Date (01/01/01)**

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Student Name (Signature) **Supervisor Name (Print)**

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