

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

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of a student's records. As an employee of the Registrar's Office of Westchester Community 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 or if you are directed to do so by your supervisor. You must refer any requests for information about a student to your supervisor to ensure that you do not violate FERPA.
- ✓ You should avoid acquiring student records information that you do not need to do your job, and must not exchange information about students that you may have learned while performing your job. Even a minor disclosure of information (e.g., telling another student of someone's class schedule) may be a violation, and could result in loss of your job and disciplinary action. Keep any information obtained in the workplace at work.

I have read and understand my responsibilities as stated under the Family Educational Rights and Privacy Act Non-Disclosure Agreement.

Name (Print)

EMPLID

Signature

Date