

FEDERAL WORK STUDY STATEMENT OF FERPA UNDERSTANDING

I, _____, understand that by the virtue of my employment at Ogeechee Technical College, I may have access to records which contain individual identifiable information, the disclosure of which is prohibited by the *Family Educational Rights and Privacy Act of 1974 (FERPA)*. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. Additionally, I acknowledge my Federal Work Study position will on occasion require access to individual student information from various sources including, but not limited to, student reports, memos, grade reports, GPA information, computer terminal screen displays, etc. With regards to all student information and the above statement I have read, understand, and agree to follow FERPA guidelines in addition to the following requirements:

1. Acknowledge the confidentiality of student information and will not distribute or discuss this information with anyone other than my supervisor.
2. I will not attempt to alter, change, add, or delete student record information or college documents, unless specific instructions are provided to me by my supervisor.
3. I will access only that information specified by my supervisor. Access to information will be granted through the normal procedures for obtaining specific access to the information in written documents, computer files, student records, or other College information.

I further acknowledge that such willful or unauthorized disclosure of actions as listed above also violates Ogeechee Technical College's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed. Additional action may be taken if deemed necessary which may subject me to criminal and civil penalties imposed by law and/or termination of my student status.

Student Worker Printed Name

Student ID Number

Student Worker Signature

Date