

KIRTLAND COMMUNITY COLLEGE

Student Employee Statement of FERPA Understanding

As a Student Employee of Kirtland Community College, I know that highly confidential information is used in the course of everyday work. I am aware this confidential information may be in electronic, written, or spoken form, and may include, but is not limited to, applications, transcripts, financial records, personnel files, medical data, legal records, personal information, and other forms of individually identifiable information protected from disclosure by the Federal Educational Rights and Privacy Act (FERPA) and other state and federal law.

I understand that confidential information is not to be taken or sent from my workplace without specific direction from my supervisor, that such information is not to be exposed to observation by unauthorized viewers, nor discussed with, or within the hearing of, any unauthorized persons. I further understand that I myself am not to access or review such information without a valid work requirement.

I realize that the requirements of confidentiality do not release me from my obligations to report a request for disability accommodation, an observation of harassment, or my awareness of a threat of violence, or any other legally required disclosure, only that I maintain confidentiality in reporting such to the appropriate individuals, and that I must immediately report any breach of confidentiality.

I acknowledge that I fully understand that the inappropriate disclosure by me of confidential information to any unauthorized person exposes me personally to federal and state criminal and civil charges, lawsuits, and penalties. I further acknowledge that I understand such unauthorized disclosure violates Kirtland policy and the college's Code of Student Conduct, and may result in termination of my employment, and I may incur sanctions by the college up to and including expulsion from the college.

Print First and Last Name

Signature

/ /
Today's Date