



## Statement of Understanding of the Family Educational Rights & Privacy Act (FERPA)

Security and confidentiality of student records is a concern to **all** employees of Pierce College. By receiving access to confidential student records, administrators, faculty, classified staff, part-time employees and **work-study/student workers** are placed in a unique position of trust. The purpose of this document is to clarify your responsibilities as a college employee. **Unauthorized sharing of information from a student's educational record with persons other than the student violates the Federal Educational Rights and Privacy Act (FERPA) regarding confidentiality.** Your signature below indicates adherence to the following:

1. Unauthorized use of any personally identifiable information (electronic or hard copy) maintained, stored or processed by the College and its employees is prohibited.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information which has come to them by virtue of their access to data/records or their work assignment.
3. No one is to exhibit or divulge the contents of any educational records or report to any person except in the conduct of their work assignment and in accordance with Pierce College policies and procedures.
4. No one may knowingly include or cause to be included in any educational record or report a false, inaccurate, or misleading entry. No one may knowingly expunge or cause to be expunged any educational record or data.
5. No official educational record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of a person's duties. The Family Privacy Act of 1974 covers this, and it is a felony under the RCW to release such information.
6. No one is to aid, abet, or act in conspiracy with another to violate any part of this code.
7. Any knowledge of a violation of this code must immediately be reported to the person's supervisor and the Registrar.

**I have received a copy of, have read, do understand, and will comply with Pierce College's Statement of Understanding of FERPA. I understand that by virtue of my employment with the \_\_\_\_\_ Office at Pierce College, I may have access to records that contain personally identifiable and confidential information, the disclosure of which is prohibited by FERPA. I acknowledge and understand that the intentional disclosure of this information by me to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Pierce 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.**

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## PIERCE COLLEGE FERPA GUIDELINES WHO MAY DISCLOSE STUDENT INFORMATION

- The Registrar is the college's official student Records Officer. No college employee or student may disclose student information, including directory information, to any outside person or agency without the permission of the Registrar.
- Only designated staff within the Registrar's Office may routinely disclose information, including directory information, to outside persons or agencies and only with the guidelines permitted by the FERPA and the Registrar. An Information Release Checklist is included.
- Persons outside the Registrar's Office should not disclose student information, including directory information, to outside persons or agencies without the permission of the Registrar. Permission must be obtained for special one time disclosures and for continuing disclosures.
- In all cases in which a Pierce College employee or office requests permission to disclose student information, the Registrar shall first determine if the registration staff is better able to provide and safeguard the information. Permission for Pierce College offices to disclose student information shall be granted on a case by case basis and only as a matter of exception rather than the rule.

The Vice President for Learning and Student Success at each College shall serve as the College's Records Officer in the absence of the Registrar.

### IMPORTANT POINTS

Do not release information about our students to people who do not work at Pierce College unless you have been officially designated by the Registrar.

Do not release information about our students to people who work at Pierce College unless they have a legitimate need to know.

Play it safe, if someone wants information about our students, refer them to the Registration Office.

Don't be pressured or tricked into giving out student information—the Registrar can always give out the information later. **Information disclosed in error can never be retrieved!**

Information disclosed in error may result in harm to a student, loss of federal funds for the college, disciplinary action taken against an employee or a lawsuit.

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**PLEASE PROTECT OUR STUDENTS – FOLLOW THE FERPA LAW**

Signature \_\_\_\_\_ Date \_\_\_\_\_