



LOS RIOS
COMMUNITY
COLLEGE DISTRICT



EMPLOYEE FERPA AGREEMENT
(Family Education Rights and Privacy Act)

I understand that by virtue of my employment with Los Rios Community College District, I may have access to records that contain individually identifiable information about a student, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA).

Student records are highly confidential and all employees are expected to abide by FERPA as well as general confidentiality practices. In order to ensure that student record information is protected, you are asked to review the following and sign below:

- ☐ Access to student information is limited to employees with approved security access. Requests from others for a student's phone number, address, or other protected information should be directed to a lead staff member or supervisor.
- ☐ Social security numbers are to be protected at all times. At no time should you provide someone with his/her social security number or a document with that number printed on it unless a valid photo ID is provided.
- ☐ All documents with any personal identification information must be destroyed properly (shredding bin or shredder).
- ☐ Access to student information is for the purpose of conducting the business of the Colleges and District. Information on a student may not be accessed for any other reason nor shared with anyone for any other purpose.
- ☐ No student information (including your own) may be altered without using standard procedures (completing forms, having a staff member enter the information in the system).
- ☐ No employee shall knowingly include or cause to be included in any student record or report a false, inaccurate or misleading entry.
- ☐ At no time should confidential student information be given out over the phone or faxed.
- ☐ Please ensure that confidential information is not left out in the open within view of students.

While your supervisor can assist you in understanding these laws and LRCCD's policies, you should become familiar with them, particularly those regarding required consent to release information, the list of information which can be released for currently enrolled students without consent, and how information is designated when the student has indicated that it cannot be released. A short information sheet is located here: <http://www.losrios.edu/legal/FERPATips.pdf>

When a student has chosen to indicate information about them is not to be released, the requestor should be advised "that we are unable to release any information" and be given no indication of whether or not you may have any information on the person. You are advised to refer any questions or requests for information that you are unsure of to your supervisor.

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person violates federal law, state law and Los Rios Community College District's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed. I have retained in my possession a copy of the document for future reference.

Last Name, First Name (Please Print or Type)

Employee ID# OR Last 4 digits of SSN

Employee Signature

Date