

## **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 a student and employee of Northern Virginia 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.

- 1) You must not, under any circumstances, release to any person(s) information about a student, unless your position specifically requires you to do so. You must refer any requests for information about a student or other college records to your supervisor to ensure that you do not violate FERPA.
  
- 2) You should avoid acquiring student records or other information that you do not need to do your job, and you should never 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 would result in penalties, including the loss of your job. Keep any information obtained in the workplace at work and confidential.
  
- 3) By virtue of your employment with Northern Virginia Community College, you may have access to education records containing grades, attendance, and personally identifiable information about current and former students (and also other employees), the unauthorized disclosure of which is prohibited by the College's policy on the confidentiality of student records contained in Section 34, as amended, of the Administrative Services Procedures Manual and by the Family Educational Rights and Privacy Act of 1974 (FERPA).

***To be completed by the work-study student: I have read and understand the College's FERPA Policy Statement (Section 34 of the Administrative Services Procedures Manual). I understand that my disclosure of education records or other confidential information to any unauthorized person could subject the College and me to legal liability, and could result in loss of my job and disciplinary action.***

Student's Name (Printed): \_\_\_\_\_ ID#: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_