

Student Employee Statement of FERPA Understanding

As a student employee at Truman State University, I know that a great deal of highly confidential information is used in the course of everyday work. This confidential information includes, but is not limited to, transcripts, applications, personnel files, personal information and other written materials. It also includes conversations about personal matters.

I understand that by virtue of my employment in the _____ office, I may have access to records or other forms of individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974.

I understand that confidential information is never to be taken from the office or discussed with anyone outside the office. I agree to follow this policy at all times.

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. I further acknowledge that such willful or unauthorized disclosure also violates Truman State University policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed. I also understand that willful or unauthorized disclosure may result in sanctions under the Truman State University Student Conduct Code.

Student

Date

Supervisor

Date