



Federal Work-Study Employee Statement of Understanding of the Family Educational Rights and Privacy Act (FERPA)

I understand that by the virtue of my employment with University of Maryland University College, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the *Family Educational Rights and Privacy Act of 1974*. 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 by law. I further acknowledge that such willful or unauthorized disclosure also violates UMUC institutional policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Specifically:

- I understand that my accepting employment with _____ office, I agree to abide by security of this office;
- I will not disclose any information to anyone regarding the student records that I see in the course of carrying out my duties. I will never make copies of any records unless copies are required in the conduct of my duties;
- I will not change tamper with or alter any student record in any way without properly authorized and signed documentation from the appropriate authority (Director, Supervisor); and
- I have read UMUC Policy 210.14, *Disclosure of Student Records (attached)*, and will adhere to the requirements therein.

I understand that any violation of the above provisions will result in immediate termination of any employment.

Student Name (*Printed*)

Student ID Number

Student Signature

Date