



Student Employment Acknowledgment of Confidentiality Regulations of Students & Others (FERPA)

For Completion by Student

Student Name:		Student ID #:	
Cell Phone #:		Job Title:	
Supervisor:		Work Department:	

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) protects students’ rights to limit disclosure of personally identifiable information contained in education records.

As a student employee at Kansas City Art Institute, you may have access to what this agreement refers to as “personally identifiable” or confidential information. This agreement will help you understand your responsibilities regarding access and protection of confidential information. This document will apply to confidential information, of both students and others, you may see while being a student worker.

Confidential information includes, but is not limited to grades, social security numbers, financial information, medical records, and disciplinary and scholastic actions. You should assume student information to which you have access is confidential; never share student information with anyone outside of your department, without the permission of your supervisor. The intent of these laws and policies is to assure that confidential information will remain confidential—that is, it will be used only as necessary to accomplish the college’s mission. Information should be treated with the same respect you would expect others to give to your record.

Accordingly, as a condition of my employment, I agree to the following:

- I have read the above statements and understand the policies governing my employment.
- I understand that as a student worker, I may have access to confidential information regarding current and former students or others connected to KCAI.
- I agree to only access confidential information for which I have been directed to access and I will not (1) in any way divulge, copy, release, sell, loan, review, alter or destroy any confidential information except as properly authorized by a supervisor; (2) misuse confidential information or treat confidential information carelessly.
- I understand that the confidentiality of records is specifically protected by the Family Educational Rights and Privacy (FERPA) Act of 1974.
- In accepting employment with this office, I agree to protect the confidentiality of the information to which I have access and to never release such information in any way to individuals outside the office.
- In the event of a disclosure, I agree to immediately notify my immediate supervisor.
- If I breach my responsibility regarding the confidentiality of records, my employment will be immediately terminated. I further understand that I may be subject to other disciplinary action by the college because of this breach of confidentiality.

I have viewed the “FERPA for Student Workers” training video and agree to the above conditions.

Student signature: _____ Date: _____

I have verbally discussed the importance of FERPA and confidentiality. This student employee has completed FERPA training.

Supervisor signature: _____ Date: _____