



Statement of Agreement -Confidentiality-

According to the Family Education Rights and Privacy Act (FERPA), it is important we do not share student information with anyone other than the student. If the student would like his or her information given to anyone other than the student, (such as parent, husband, wife, etc.) he or she will need to provide Eastern Arizona College (EAC) with a written document giving permission for us to release their student information.

Any student information from the student's file, computer record, etc. may not be released to their parent or anyone else requesting the information other than the student. We should not release any information over the telephone or fax machine regarding the student's information. Working in an office with important and private student information, it is crucial that we do not release any of the student's personal or financial information. It is unethical and unacceptable to discuss a student's financial or personal situation with anyone other than the student.

I _____ have read the above statement regarding confidentiality and have taken the FERPA training. I agree to accept the responsibility of keeping all information that I see and learn confidential regarding all student information and personal situations. I will not release any student information to anyone other than the student unless the student provides a written agreement that allows me to do so. I understand the importance of keeping all information confidential and will comply with FERPA.

Signature

Date