

Employee Statement of Understanding of the  
Family Educational Rights and Privacy Act of 1974  
(FERPA)

I understand that by virtue of my employment at Blue Mountain Community 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 imposed by law.

I further acknowledge that such willful or unauthorized disclosure also violates Blue Mountain Community College policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

***I have received and understand it is my responsibility to read, understand and comply with the college's Family Educational Rights and Privacy Act (FERPA) policy.***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

Admin. Procedure 07-2004-0010 Rev. 07-08

This form should be kept in the employee's file for the duration of their employment and for one year following their departure from the department and/or college.

*Specific questions regarding FERPA application and/or interpretation should be directed to the Director of Admissions and Records.*

Blue Mountain Community College is an equal opportunity educator and employer.