## Statement of Intent Addressing Confidentiality of Records

The Family Right to Privacy Act states student records are to be treated with confidentiality such that access is allowed only to those who have a right to know. In the handling of information in Administrative Offices, student workers are required to sign this statement acknowledging FERPA and agreeing to uphold the standards and sign this document in compliance with federal guidelines for FERPA administration.

I have read the FERPA guidelines and acknowledge the expectation of “confidentiality” in handling student records and administrative materials during my work as an employee of Earlham College. This also applies to student accounts, scholarships and financial aid.

Please note: if you are responsible for violating the confidentiality of a student educational record, you will be subject to disciplinary action from the College, up to and including termination of employment.

By entering your name on the document below you are acknowledging this form.

Print Name: Click or tap here to enter text.

Employee Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

Date received in appropriate office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_