

## **Student Records (FERPA): Employee Agreement**

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The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of a student's records. As an employee and/or student employee of Northern Virginia Community College, it is important for you to familiarize yourself with some of the basic provisions of FERPA.

By virtue of your employment with Northern Virginia Community College you may have access to education records about current and former students, the unauthorized disclosure of which is prohibited by federal law and NOVA policy. You must not disclose information from a student record unless your position specifically requires you to do so. You should avoid acquiring student records or other information that you do not need to do your job and you should never exchange information about students that you may have learned while doing your job. Any and all information obtained in the workplace must be kept confidential.

Certain information is designated as directory information and may be released without the student's consent. Release of any other information normally requires the student's written consent.

### **When can a college disclose information from a student's records without consent?**

- Directory information
- To a college official with a legitimate need for access
- To the parent of a student under 21 who violates drug/alcohol policy regardless of dependency
- To another college which the student attends or seeks to attend
- If the student poses a threat to self or others
- To the parents of a tax-dependent student of any age (campus registrar must approve documentation)

### **Directory information:**

- Student's name
- Current enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance (not individual class sessions)
- Number of credit hours enrolled

### **Currently enrolled students may withhold disclosure of directory information under FERPA.**

This does not prevent disclosure to NOVA personnel with a legitimate educational interest or in response to a lawfully issued subpoena.

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I understand that by virtue of my employment at Northern Virginia Community College, I may have access to education records and personally identifiable information about current and former students, the unauthorized disclosure of which is prohibited by the College's Student Records Policy by the Family Educational Rights and Privacy Act of 1974 (FERPA). I have read and understand the College's Student Records Policy. I understand that my disclosure of education records to any unauthorized person could subject the College and me to legal liability, and could result in disciplinary action.

Name: \_\_\_\_\_ EMPLID/Student Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_