**Family Educational Rights and Privacy Act**

**(FERPA)**

**Non-Disclosure Agreement**

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 a student or casual

employee of Central Washington University, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this federal law.

Unless your position specifically requires you, you may not disclose information about a

student to anyone. To do so is a violation of federal law. Unauthorized disclosure would

result in penalties up to and including disciplinary action and/or discharge from employment.

Even a seemingly minor disclosure of information, such as telling

another student of someone’s class schedule, is a violation and would result in punitive

action.

**I have read and understand my employee responsibilities as stated under the Family**

**Educational Rights and Privacy Act Non-Disclosure Agreement.**

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Student Employee Name (Print)

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Student Employee Signature Date