



Student Worker— Statement of FERPA Understanding

Last Name (Student) First Name (Student): _____

Department Student is employed by: _____

Student ID#: _____ *Supervisor Name:* _____

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of a student's educational records. It applies to all educational agencies or institutions that receive funds under applicable programs administered by the U.S. Department of Education.

An education record is any record that contains information that is directly related to the student, including personally identifiable information such as student name, student ID number, personal characteristics, grades, GPA, class schedules, class roster, a computer screen, a computer printout, notes taken during an advising session, or a document in a University Office.

Education records can exist in any medium including typed, computer generated (monitor screen), video, microfilm, microfiche, email, notepad, and others. Student education records are considered confidential and may not be released without the student's written consent, except in the provisions outlined in FERPA. All employees, including student workers, have the responsibility to protect education records in their possession. Student information may be accessed only for legitimate educational use.

FERPA rights begin on the first day of the first term in which the student registers. FERPA rights transfer from the parent to the student when a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age. The same principles of confidentiality that apply to paper records also apply to electronic data. Students must protect the confidentiality of their NMT ID number and their usernames and passwords.

NMT faculty and staff, including student workers, are expected to adhere to the following:

- Only access information to which they have been given authorized access.
- Must not use another person's system/user ID/password/data without permission.
- May not make or permit unauthorized use of information contained within any NMT system.
- They are not permitted to seek personal benefit or allow others to benefit personally from information they have access to by virtue of their position.
- May not knowingly include or cause to be included in any records a false or misleading entry.
- May not knowingly change or delete or cause to be changed or deleted an entry in any record, unless in accordance with NMT policies and procedures.

- May not remove any official records or copy thereof from the office where it is maintained, copied, or printed via electronic means except in performing a person's duties and in accordance with established policies and procedures.

I understand that by virtue of my employment with New Mexico Tech, I may have access to records that contain individually identifiable information, the disclosure of which is prohibited by FERPA. I fully understand that my intentional disclosure 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 violates NMT's policy and could constitute just cause for disciplinary action, including termination of my employment or expulsion from school, regardless of whether criminal or civil penalties are imposed.

Student worker signature: _____ Date: _____

Supervisor signature: _____ Date: _____

The supervisor must maintain this form in the student's employment file before allowing access to protected records. If you have questions, please contact the Office of the Registrar.