



FERPA Confidentiality Statement

Please read the following prior to completing the form:

By signing this form, I acknowledge that I have received and understand the College's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students at SSCC comes the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). The College Catalog states the policy regarding student records at SSCC. Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Under the terms of FERPA, Southern State's definition of directory information can be found on page 30 of the [Southern State Community College Policy and Information Manual](#). All other information may not be released without written consent of the student. Grades, Social Security Numbers, Ethnicity, and Student Schedules should not be released to anyone other than the student under discussion and not over the phone.

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 Southern State Community College's 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 read the above and agree to maintain the confidentiality of student records.

Printed Name: _____ Position: _____

Signature: _____ Date: _____