



6945 Little Wolf Rd. NW
Cass Lake, MN 56633
Stacey Lundberg, Registrar
218-335-4222

Student Worker— Statement of FERPA Understanding

LAST NAME (STUDENT) FIRSTNAME

STUDENT IDENTIFICATION NUMBER

DEPARTMENT STUDENT IS EMPLOYED BY

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 which is directly related to the student including personally identifiable information such as student name, student ID number, or personal characteristics, grades, GPA, class schedules, class roster, a computer screen, a computer printout, notes taken during an advising session, etc. 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 written consent of the student, except by provisions outlined in FERPA. All employees, including student workers, have the responsibility to protect and keep confidential education records in their possession. Student information may be accessed only for legitimate educational use. FERPA rights begin when a student is in attendance.

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 system.
- Are not permitted to seek personal benefit, or allow others to benefit personally from information to which they have access 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 College 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 the performance of a person’s duties, and in accordance with established procedures.

I understand that by the virtue of my employment with Leech Lake Tribal College, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by FERPA. 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 Leech Lake Tribal College policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

DATE

STUDENT WORKER SIGNATURE

This form is to be maintained in the student worker’s employment file by their supervisor prior to allowing the student worker access to any protected records.

Contact the registrar’s office with questions at (218) 335-4222.

Form last updated: 10/31/2016