



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records.

**Statement of Understanding
of the
Family Educational Rights and Privacy Act**

I understand that by the virtue of my employment with Southern West Virginia Community and Technical College, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

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 College Policy and could constitute just cause for disciplinary action.

Date

Employee's Signature