



**SEQUOIAS COMMUNITY COLLEGE DISTRICT  
STUDENT WORKER ACKNOWLEDGMENT  
OF RESPONSIBILITY  
FOR SECURITY AND CONFIDENTIALITY  
OF STUDENT RECORDS**

The security and confidentiality of student records are a legal responsibility of the institution and its employees by virtue of state and federal law. Access to records by employees of the District, the student, parents and third parties are governed by laws and District policies and procedures, and as such, should be of utmost concern to all employees, including student employees. As a student employee you may have access to student records in the performance of your campus job. It is imperative that your conduct, both at work and when away from your employment, not threaten the security and confidentiality of these student records. As a student employee you are expected to adhere to the following:

1. I will not permit or allow access or unauthorized use of any information collected, maintained, stored or processed by any office on the campus, individual employees of the District, students or other non-student parties.
2. I will not seek personal benefit or allow others to benefit personally by knowledge of any information regarding District records which I have gained through my work assignment.
3. I will not divulge the contents of any District records except in the appropriate and authorized conduct of my work assignment.
4. I will not make photocopies of student records to issue to the student or others.
5. I will not knowingly include or cause to be included in any records a false, inaccurate or misleading entry. I will not knowingly delete or cause to be deleted any records or data entry.
6. I will not remove any official records or reports, or copy thereof, from the office where it is maintained except in the appropriate and authorized performance of my work assignment.
7. I will not aid, abet or act in conspiracy with another individual(s) to violate any part of this document.
8. I will refer any requests for the release of information in the event of an emergency to my supervisor.
9. Prior to release of directory information (see back) or personally identifiable information available to me, I will: (a) determine that the student in question has not denied release of directory information; and (b) prior to releasing information to a student or other party authorized in writing by the student, picture identification will be requested and examined to determine the identity of the individual and the appropriateness of releasing the requested information.
10. I will refer students or others who request records to the Admissions and Records office.
11. I understand that state and federal law, and District policy and procedures prohibit the release of a student records verbally, in writing or by any other means, without the written consent of the student, a court order or a lawfully issued subpoena (*Family Educational Rights and Privacy Act, PL93-380; California Education Code section 76200 et seq; Title 5 California Code of Regulations section 54600 et seq.*).

By my signature below, I acknowledge that I have received a copy, have read, understand and will comply with the **Sequoias Community College District, Employee Acknowledgment of Responsibility for Security and Confidentiality of Student Records**. I agree to protect the security and confidentiality of all student records, and to prevent unauthorized or inappropriate disclosure and/or release of such records. I understand that violation of this statement may lead to disciplinary action up to and including termination of my employment, and may subject me to criminal and civil penalties as imposed by law.

STUDENT

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Banner ID#

\_\_\_\_\_  
Date

SUPERVISOR

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\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

**Directory information** (as defined by the Family Educational Rights and Privacy Act) that can be disclosed without the student's written permission, unless the student has denied access to directory information, includes the following personally identifiable information.

- Student's name;
- Telephone number;
- Major field of study;
- Degrees and awards received;
- Weight and height of members of athletic teams;
- Participation in officially recognized activities and sports;
- The most recent educational institution attend by the student;
- Address;
- Date and place of birth;
- Dates of attendance; and
- e-mail address.

Directory information does not include:

- Gender;
- Social Security number or College issued identification number; and
- Class rosters or class schedules.