



Eastern Wyoming College

3200 West C Street
Torrington, WY 82240

CONFIDENTIALITY STATEMENT

TO STUDENT AND SUPERVISOR: You both must complete this confidentiality statement. If a work-study student works with student or family personal records or information, or if they might come in contact with such information, the student hired must complete and sign this statement. The supervisor must then sign it and return it to the Financial Aid Office.

STUDENT EMPLOYEE STATEMENT OF UNDERSTANDING OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

I, _____ (Print Student's Name) understand that by the virtue of my employment as a work-study student at Eastern Wyoming College, I may have access to, or come in contact with, records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA) of 1974.

I acknowledge that I fully understand that the 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 also violates Eastern Wyoming 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.

Student's Signature

Date

Supervisor's Signature

Date