



# Solano Community College Student Employee Statement of Confidentiality

\_\_\_\_\_  
Student Employee's Name (please print)

\_\_\_\_\_  
Supervisor's Name (Please print)

As a student employee of Solano Community College you are required by law to protect the confidentiality of all aspects of student and employee records in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. (Please refer to Policies 5140, 5160, 5170 and to Attachment A, "Data Release Chart.") The sharing of student or employee information with any unauthorized persons outside this office is prohibited.

The physical security of all documents which comprise any part of the student or employee records is of the utmost importance. The unauthorized removal of any information, whether it is a physical document or computerized data, is prohibited. Providing access to student or employee records or releasing information about these records is contrary to the standards of confidentiality.

Any unauthorized alteration, defacement or mishandling of student or employee records, whether it is a physical document or the computerized record, is also prohibited.

Any actions by the student employee which are contrary to the Solano Community College Policies regarding the confidentiality and release of student information and records, FERPA (Family Educational Rights and Privacy Act of 1974), or the standards outlined above are cause for removing computer access and/or termination.

***I have read and understand the policies listed above (available on our website at <http://www.solano.edu>, Superintendent/President, District policies) and have received a copy of the Data Release Chart, a copy of which is reproduced on the reverse of this form.***

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date