

Associated Students of Santa Monica College FERPA LINKS & PROCESS

In the A.S. office, student leaders and student volunteers work with and around student personal information (phone numbers, emails, class schedules, etc.). Therefore, if you are applying for any student position in the AS Office, such as, AS Commissioner, AS/SMC Presidents' Ambassador, etc., you will need to be FERPA TRAINED.

STEP #1: FERPA TRAINING

- The FERPA links are labeled "Student Worker FERPA" links, but it is valid for all students who work or volunteer in a SMC Department.
- FERPA TRAINING LINK: <https://prezi.com/secure/ec85d00e5452ce2353548fa38e05d896fe6b9302/>

STEP #2: FERPA QUIZ

- At the end of the quiz, you will need to fill-in your information,
- For "Supervisor Email" type in the name of the Administrative Assistant II of Student Life: trejo_amelia@smc.edu
- About 2-3 days you will receive an email from Monica La Benda, SMC Human Resources Office.
- Download the entire email,
- Make sure your printed name appears on the email,
- Initial, sign and submit the email to the AS Office Front Desk.
- FERPA QUIZ LINK : <http://www.surveymgizmo.com/s/419077/student-worker-ferpa-quiz>

If you have any questions or concerns, please contact the AS Office at 310.434.4250