



# SMC: Confidentiality Agreement

## Policy Regarding Privacy of Student Records

I understand that by virtue of my employment at Santa Monica College, I may have access to records containing individually identifiable information. Under law, information in this category is protected and can be disclosed only where the law has made exceptions. The law also has defined certain information about students which *can be released* to the public. This information is called Directory Information, which only includes the items noted below. *All other information about the student cannot be released.*

- Student Name
- City of Residence
- Age
- Major field of study
- Dates of attendance
- Photograph
- Dates of degrees awarded
- Participation in officially organized activities and sports
- Height and weight of members of athletic teams
- Most recent or previous school attended

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**Please write your initials by each indicating that you have read and understand the statement:**

\_\_\_\_\_ I have successfully completed the online FERPA training.

\_\_\_\_\_ I understand the only student information that may be released is Directory Information as defined above.

\_\_\_\_\_ I understand that I will not release any information before verifying whether or not the student has requested that the information be kept confidential. **(Confidential Hold)**

\_\_\_\_\_ I understand that all other information on students in any data system used at SMC or in any hard-copy files is absolutely confidential and may not be released without the written authorization from the student.

\_\_\_\_\_ I acknowledge that any willful or unauthorized disclosure of students' personal and academic information is a violation of the law re: confidentiality of student records.

\_\_\_\_\_ I understand that I cannot access any students' information for my personal use.

\_\_\_\_\_ I further understand that any violation of this policy can result in dismissal.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*Completion of the FERPA training, the Confidentiality Memo and Agreement, Employment Application/Contract and other forms for the employment packet must be turned-in to the Financial Aid Office before employment begins.*